| Agency | Department of Education | Work unit | Office of the Chief Executive |
| --- | --- | --- | --- |
| Job title | Executive Officer | Designation | Administrative Officer 7 |
| Job type | Full Time | Duration | Fixed for 6 months |
| Salary | $109,514 - $117,815 | Location | Darwin |
| Position number | 68210260 | RTF | 221062 | Closing | 27/09/2021 |
| Contact | Hayley Green on 08 8999 5623 or hayley.green@education.nt.gov.au  |
| About the agency  | <https://education.nt.gov.au/>  |
| Apply online  | <https://jobs.nt.gov.au/Home/JobDetails?rtfId=221062>  |
| Applications must be limited to a one-page summary sheet and detailed resume  |
| Information for applicants – Inclusion and diversity and Special measures The NTPS values diversity and aims for a workforce that represents the community. The NTPS encourages people from all diversity groups to apply for vacancies and accommodates people with disability by making reasonable workplace adjustments. If you require an adjustment for the recruitment process or job, please discuss this with the contact officer. For more information about applying for this position and the merit process, go to the [OCPE website](https://ocpe.nt.gov.au/employment-conditions-appeals-grievances/applying-for-and-filling-jobs/information-for-applicants).Under the agency’s Special Measures Recruitment Plan eligible Aboriginal and Torres Strait Islander (Aboriginal) applicants will be granted priority consideration for this vacancy. For more information on Special Measures, go to the [OCPE website](https://ocpe.nt.gov.au/employment-conditions-appeals-grievances/special-measures). |

# Primary Objective

Manage the Office of the Chief Executive Officer, including the provision of support to the Chief Executive Officer (CEO), oversight the work of and mentor junior officers, coordinate priorities and manage a diverse and changing portfolio of projects.

# Key Duties and Responsibilities

1. Manage and coordinate the development and implementation of a range of projects on behalf of the Chief Executive, this may include the development of business cases, stakeholder management and project management.
2. Assist the Chief Executive in the monitoring of high-level correspondence, and meeting administration to ensure the Chief Executive Officer is accurately briefed and responsive to the strategic environment.
3. Develop and maintain effective collaborative partnerships with the department’s workgroups, the Ministers’ offices, government agencies and external stakeholders.
4. Provide coordination, quality control and as necessary preparation of complex correspondence including briefings and other reports for the Chief Executive and ensure responses are made in a timely and appropriate manner.
5. Respond to matters on behalf of the CEO and represent the office using high-level expertise and discretion and in a variety of key departmental committees, working parties, and project teams.
6. Mentor Executive Assistants across the Department to ensure a consistent and high standard of executive support, coordination and communications is applied.
7. Research, analyse data, prepare and edit correspondence, presentations, reports and submissions, and where necessary, undertake special projects.
8. Manage governance requirements including the oversight of business items for the Chief Executive Officer and the department’s Education Executive Board.

# Selection Criteria

**Essential**

1. Demonstrated record of success in working with senior executives and a proven ability to exercise sound judgment, particularly in respect to political sensitivity and confidentiality.
2. Ability to work independently, demonstrated leadership, initiative and adaptability skills.
3. High level interpersonal, negotiation, consultation, cross-cultural communication and client-focus skills, and the proven ability to engage, develop and maintain productive working relationships with a broad cross section of internal and external stakeholders.
4. Highly developed organisational and time management skills with the capacity to effectively manage several projects and deadlines with an ability to rapidly adapt to change.
5. Understanding of key Government processes including the financial management cycle; government administrative; ministerial; Cabinet and legislative processes or the proven capabilities to quickly acquire the required knowledge to provide this support.
6. Experience in supervising a small team, managing the workloads of other staff and role modelling leadership behaviours.
7. Demonstrated high degree of judgement and ability to deal appropriately with matters of a highly sensitive or confidential nature.
8. Highly developed written communication and analytical skills, including the ability to prepare and edit a wide range of ministerial and agency reports with a high level of attention to detail
9. Very high-level knowledge of and experience in working in a digital / paperless office setting and the ability to influence others when transitioning to this environment.