

Job description

Agency	Department of Education	Work unit	Student Wellbeing and Inclusion Programs and Services Professional Practice and Intake
Job title	Project Coordinator	Designation	Administrative Officer 4
Job type	Full time	Duration	Fixed for 6 months
Salary	\$73,091 - \$83,611	Location	Darwin
Position number	19226	RTF	278465
		Closing	02/10/2023
Contact officer	Karrina Betschart, Director Professional Practice and Intake on 0457 528 141 or karrina.betschart1@education.nt.gov.au		
About the agency	https://education.nt.gov.au/		
Apply online	https://jobs.nt.gov.au/Home/JobDetails?rtfld=278465		

APPLICATIONS MUST INCLUDE A ONE-PAGE SUMMARY ABOUT YOU, A DETAILED RESUME AND COPIES OF YOUR TERTIARY QUALIFICATIONS.

Information for applicants – inclusion and diversity and Special Measures recruitment plans

The NTPS values diversity. 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](#). Aboriginal applicants will be granted priority consideration for this vacancy. For more information on Special Measures plans, go to the [OCPE website](#).

Primary objective

To provide high level administrative and secretarial support for projects for Student Wellbeing and Inclusion Programs and Services – Professional Practice and Intake. The position is in a high-pressure environment with changing deadlines and priorities, in a politically sensitive time and place.

Context statement

Student Wellbeing and Inclusion Programs and Services is part of Inclusion and Engagement Services, which provides differentiated support services to reform inclusion and improve engagement and access to learning for children, students, and communities. Student Wellbeing and Inclusion provides advice, guidance and support to clients and stakeholders to ensure all children and students are welcomed into an inclusive learning environment and are able to engage effectively with education and learn to their full potential.

Key duties and responsibilities

1. Provide general administrative support to the business unit including word processing, scheduling appointments and meetings, diary management, travel arrangements, and compiling/distributing meeting papers.
2. Provide administrative support to the unit such as formatting documents, purchasing stationery and consumables, maintenance of office equipment, and other ad hoc requests.
3. Assist in the preparation of Ministerial and departmental correspondence including managing and track correspondence and action using systems and registers.
4. Record and monitor documents and files in the Tower Records Information Management (TRIM) System, including the effective secure and confidential handling of documents.
5. Ensure administrative systems, procedures and guidelines are developed, implemented, maintained, and reviewed.

Selection criteria

Essential

1. Demonstrated ability to work effectively in a project administration role requiring initiative, flexibility, integrity, and high levels of personal motivation.
2. Knowledge and experience in delivering well-coordinated administrative, secretarial and executive support service; including scheduling meetings, preparing reports, management of information and developing robust work processes.
3. Sound conceptual and analytical skills with an ability to adjust delivery mechanisms to meet deadlines.
4. Thoroughness, with the ability to pay attention to detail and maintain high standards of accuracy.
5. Proven ability to work independently and to participate as part of a team to work collaboratively in achieving divisional objectives.
6. Sound knowledge in computer systems including word processing, spreadsheets, email, records management and major business systems.

Desirable

1. Certificate III in Business Administration or similar
2. Training in Microsoft Office applications, procurement, TRIPS for travel and TRM for records management.

Further information

The selected applicant must hold a current NT Working with Children Notice (Ochre Card) or the ability to obtain prior to commencement.

Approved: May 2023

Amanda Hubber Senior Director Student Wellbeing and Inclusion