**JOB DESCRIPTION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Agency** | Department of Education | | | **Work Unit** | Yuendumu School |
| **Job Title** | Project Assistant | | | **Designation** | Administrative Officer 3 96% |
| **Job Type** | Full Time | | | **Duration** | Fixed to 01/07/2022 |
| **Salary** | $58,792 - $63,450 | | | **Location** | Yuendumu |
| **Position Number** | 41199 | **RTF** | 173848 | **Closing** | 23/09/2019 |
| **Contact** | Michael Timewell on 08 8956 4011 or [michael.timewell@ntschools.net](mailto:michael.timewell@ntschools.net) | | | | |
| **Agency Information** | <https://education.nt.gov.au/> | | | | |
| **Information for Applicants** | **Applications must be limited to a one-page summary sheet and an attached resume/cv** For further information for applicants and example applications: [click here](https://ocpe.nt.gov.au/nt-public-sector-employment/Information-about-ntps-employment/applying-for-and-filling-jobs/employment-templates-and-guidelines/) | | | | |
| **Information about Selected Applicant’s Merit** | If you are selected and accept this position, a detailed summary of your merit (including work history, experience, qualifications, skills, information from referees, etc.) will be provided to other applicants, to ensure transparency and better understanding of the reasons for the decision. For further information: [click here](https://ocpe.nt.gov.au/nt-public-sector-employment/Information-about-ntps-employment/applying-for-and-filling-jobs/employment-templates-and-guidelines/) | | | | |
| **Inclusion & Diversity** | The NTPS values diversity and aims for a workforce which is representative of the community we serve. We strongly welcome and encourage people from all diversity groups to apply and strive to accommodate people with disability by making reasonable workplace adjustments when required. If you require an adjustment for the recruitment process or job, please discuss this with the contact officer. | | | | |
| **Special Measures** | Under an approved **Special Measures** recruitment plan, Aboriginal and Torres Strait Islander applicants will be given priority consideration and preference in selection for this vacancy if they meet all essential selection criteria and are suitable at the position level. | | | | |
| **Apply Online Link** | <https://jobs.nt.gov.au/Home/JobDetails?rtfId=173848> | | | | |

**Primary Objective:** To provide sound, efficient and effective day to day delivery of administrative services to the principals and teachers of the Warlpiri Triangle Schools in supporting the Framework for Inclusion Project, including managing general inquiries, travel arrangements, information and records, preparing and presenting documents and creating resources.

**Context Statement:** The Warlpiri Triangle is a network of four schools, comprising Yuendumu, Nyirrpi, Lajamanu and Willowra. The Warlpiri Triangle Schools work together in planning a common curriculum approach to the Warlpiri Theme Cycle. We have recently been approved as a pilot group of schools to implement a project based on the Framework for Inclusion 2019-2029. We are committed to ensuring that all students receive an education in a supportive environment that values diversity, inclusion and participation. The Project Assistant role is intended to assist with the administrative requirements of this project.

**Key Duties and Responsibilities:**

1. Provide administrative support for the Warlpiri Triangle Schools and ensure deadlines and organisational objectives are met by, for example, arranging meetings, responding to general inquiries and handling ad hoc tasks.
2. Process incoming and outgoing correspondence and maintain records in School Central.
3. Provide documentation support such as creating resources for students with additional needs.
4. Provide office management support such as purchase of resources and maintenance of office equipment.
5. Oversee data collection in line with the Framework for Inclusion project requirements.

**Selection Criteria**

**Essential:**

1. High levels of oral and written communication skills to be able to communicate effectively with a diverse range of staff and the public.
2. High level organisational skills and the ability to work independently, manage multiple projects and meet deadlines.
3. Ability to maintain the highest standards of confidentiality, integrity, honesty, care, diligence and commitment to quality.
4. Demonstrated experience working in administration, information management and office services and effectively using a range of IT resources and learning aids.
5. Demonstrated capacity to communicate effectively with people from diverse cultural, religious and socio-economic backgrounds.

**Further Information:** All applicants must have a current Working with Children Notice (Ochre Card) from SAFE NT.

**Approved: 3/9/2019 Trevor Read, Senior Director School Improvement & Leadership**