

Job Description

Agency	Department of Education	Work unit	Business Administration Services
Job title	Admin and Finance Team Leader	Designation	Administrative Officer 5
Job type	Full time	Duration	Ongoing commencing 03/06/2024
Salary	\$86,297 - \$90,687	Location	Darwin
Position number	41844	RTF	292686
		Closing	02/04/2024
Contact officer	Catherine Lourey on 08 8944 9327 or catherine.lourey@education.nt.gov.au		
About the agency	https://education.nt.gov.au/		
Apply online	https://jobs.nt.gov.au/Home/JobDetails?rtfId=292686		

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

The Business and Administration Leader is responsible for managing and coordinating functions associated with financial, asset and human resources for Inclusion and Engagement Service.

Context statement

Provides differentiated support services to reform inclusion and improve engagement and access to learning for children, students and communities.

Key duties and responsibilities

1. Manage and co-ordinate the daily operations of Inclusion and Engagement Services including supervision of administrative support staff.
2. Assist with the management of the financial operations for Inclusion and Engagement Services including cash flowing, day-to-day financial transactions, preparation of reports, budgets and acquittals of expenditure.
3. Provide effective Human Resource process and support recruitment, selection processes and support for regional officers.
4. Manage Work Health and Safety (WHS) requirements for Inclusion and Engagement Services in accordance with WHS Policy.

Selection criteria

Essential

1. Sound knowledge of financial management, accounting principles, practices, and competency with accounting systems.
2. Substantial knowledge of relevant legislation related to procurement, financial and human resource management, and the demonstrated ability to initiate and develop efficient and effective procedures.
3. An ability to interact effectively with people from diverse cultures, lead and work in teams.
4. Highly developed interpersonal, oral and written communication skills, including the ability to engage with Aboriginal people.
5. Demonstrated knowledge of information technology networks and associated infrastructure.
6. High standard of personal and professional integrity, ethics and accountability in work performance and decision making.

Desirable

1. Relevant diploma or degree In Business or Administration.
2. Knowledge of NT Government and Department of Education policies and procedures.

Further information

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

Approved: October 2022

Aderyn Chatterton, Executive Director Inclusion and Engagement Services