

Job description

Agency	Department of Education	Work unit	Quality School Systems and Support
Job title	Executive Assistant	Designation	Administrative Officer 4
Job type	Full Time	Duration	Ongoing
Salary	\$71,091 - \$81,611	Location	Darwin
Position number	40432	RTF	204205
		Closing	26/01/2021
Contact	Shane Dexter, General Manager Quality School Systems and Support on 08 8999 5761 or shane.dexter@nt.gov.au		
About the agency	www.education.nt.gov.au		
Apply online	https://jobs.nt.gov.au/Home/JobDetails?rtfId=204205		

Information for applicants

Applications must be limited to a one-page summary sheet and detailed resume.

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. For more information about applying for this position and the merit process, go to the [OCPE website](#).

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](#).

Primary objective:

The Executive Assistant is responsible for providing high level administrative support to the General Manager and other leaders in the Quality School Systems and Support team.

Context statement:

This position is expected to contribute to a dynamic and committed team that services government schools across all regions with frequent liaison with schools throughout the Northern Territory.

Key duties and responsibilities:

1. Ensure a professional and efficient approach to the management of services to Executive at all times.
2. Provide secretarial and administrative support to the General Manager, including processing all incoming and outgoing correspondence, maintaining records, initiating follow up action to ensure that deadlines are met, drafting correspondence, filing, screening telephone calls and visitors, scheduling appointments and meetings, compiling and distributing meeting papers and making travel arrangements.
3. Liaise effectively with all levels of staff within the department, external agencies and outside organisations, to assist in the smooth day to day operations of the department's activities.
4. Carry out projects, research issues and provide other assistance to Executive as required.

Selection criteria:

Essential:

1. Proven effective administrative and secretarial skills at the executive level, including the ability to be discreet, maintain confidentiality and discern sensitive issues.
2. Demonstrated high level interpersonal, oral and written communication skills.
3. Proven ability to participate as part of a team (and to work cooperatively with senior management, staff members and peers) in achieving divisional objectives.
4. Demonstrated organisational skills of a high order, including an ability to work under pressure and complete tasks within required time frames, work independently and flexibly, be self-motivated, exercise initiative and attend to detail.
5. Proven ability to type quickly and accurately and utilise a range of computer programs to produce reports, correspondence and presentations.

Desirable:

1. Knowledge of standard format of correspondence i.e.: letters, Ministerials, Cabinet Submissions, etc.
2. Knowledge of the functions and responsibilities of the Department of Education.
3. Experience with Tower Records Information Management (TRIM) and Travel Request Information Processing System (TRIPS)

Approved: January 2021
Support

Shane Dexter, General Manager Quality School Systems and