

Job description

Agency	Department of Education	Work unit	Early Childhood Education and Care
Job title	Administration Manager	Designation	Administrative Officer 5
Job type	Full Time	Duration	Fixed from 01/03/2021 to 31/08/2021
Salary	\$84,297 - \$88,687	Location	Darwin
Position number	42432	RTF	204713
		Closing	26/01/2021
Contact	Joanna Walker, Senior Project Manager AEDC on 08 8951 1604 or joanna.walker1@nt.gov.au		
About the agency	https://education.nt.gov.au/		
Apply online	https://jobs.nt.gov.au/Home/JobDetails?rtfld=204713		

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 Administration Manager provides high level executive support and coordination to the Australian Early Development Census Senior Project Manager including the coordination of travel, logistics, asset and fleet management and work health and safety. This position works in a fast paced project environment with frequently changing deadlines and priorities where critical issues arise daily, and it requires a person who is experienced, well organised, flexible and able to work under pressure.

Context statement:

The Australian Early Development Census (AEDC) is run every three years and is the only collection that captures how young children are developing across Australia as they begin school. The information is used to provide information for schools, communities and governments to pinpoint the services, resources and support for children and families to help shape the future and wellbeing of children in Australia. The next Census will be held in May-July 2021.

Key duties and responsibilities:

Provide high level administrative support to the AEDC Senior Project Manager including:

1. Assessing and prioritising matters to assist in the effective management of the Roving Relief program
2. Effective management of Roving Relief administrative processes such as coordinating and supporting the booking, payment and management of travel, accommodation and resources for relief teachers.
3. Processing and accurate receipting of correspondence
4. Initiation of follow-up actions to ensure deadlines are met
5. Manage a corporate credit card effectively including payment of items and reconciliations
6. Develop and maintain effective collaborative relationship with other Departmental work units, Territory government agencies and external service providers.

Selection criteria:

Essential:

1. Knowledge of skills and tools to aid the delivery of timely outcomes, manage multiple task, and competing priorities with minimum supervision, whilst retaining/creating a quality results.
2. Strong awareness of the importance of well-coordinated administrative services and the impact on the effectiveness of a project.
3. Experience in computer system including work processing, spreadsheets, email, records management and major business systems.
4. Identifies issues and problems that may impact on the Roving Relief Program objectives and modifies approach accordingly.
5. Builds and sustains constructive relationships with team members, stakeholder and clients.
6. Takes personal responsibility for meeting work objectives; self-evaluates performance seeks feedback from others to act on strengths and develop abilities.
7. Ability to cover the day to day management of the Roving Relief program administrative processes, to ensure key deliverables are achieved.

Desirable:

1. Understanding of the Australian Early Development Census.

Further information

All applicants must undergo a criminal history check, hold a current Working with Children Notice (Ochre Card) from SAFE NT (or obtain one) and be able to commence on 1 March 2021.

Approved: 2 December 2020

Randall Cook A/General Manager Early Childhood Education and Care