

Job description

Agency	Department of Health	Work unit	Mental Health, Alcohol & Other Drugs
Job title	Executive Assistant	Designation	Administrative Officer 4 (AO4)
Job type	Full-time	Duration	6 months
Salary	\$77,344 - \$88,179	Location	Darwin
Position number	15990	RTF	344866
		Closing	06/05/2026
Contact	Kristien Oling, Executive Director via email kristien.oling@nt.gov.au		
About the agency	http://www.health.nt.gov.au/		
Apply online	Via email: kristien.oling@nt.gov.au		

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

Manage, co-ordinate and supervise the provision of administrative support, including but not limited to, personnel, financial, travel, procurement, security, secretariat and information technology services of the Mental Health, Alcohol & Other Drugs Branch.

Key duties and responsibilities

1. Review and maintain administrative control systems, record and monitor the flow of incoming and outgoing mail and update information as required.
2. Co-ordinate and monitor ministerial, executive and management workload requests utilizing a systems approach and maintaining corporate reporting requirements.
3. Provide professional communication, engagement and relationships with team member and other stakeholders.
4. Develop, maintain and review record management systems and provide a high level of administrative support to the Executive Director, MHAOD.
5. Arrange intra and interstate travel and accommodation bookings for the ED MHAOD and other staff as required.
6. Provide appropriate filing systems and assistance to senior personnel regarding financial transactions e.g. Electronic Credit card Management System (ECMS), Electronic Invoice Management System (EIMS).
7. Co-ordinate administrative processes to ensure effective administrative support is provided to the ED MHAOD.
8. Co-ordinate/assist with recruitment activities and orientation of new staff to the Office of the Chief Psychiatrist.
9. Co-ordinate and liaise with administrative personnel in service and executive areas across the Northern Territory.
10. Follow defined service quality standards, Workplace Health and Safety (WHS) policies and procedures relating to the work being undertaken in order to ensure high quality, safe services and workplaces.

Selection criteria

Essential

1. Prior working experience demonstrating competence in office administration functions with an ability to manage multiple projects and prioritise tasks within defined timeframes.
2. Ability to work with minimal supervision.
3. Demonstrated ability to provide effective and efficient administrative support services in a diverse, multi-disciplinary work environment.
4. Demonstrated understanding of the principles of confidentiality and appropriate handling of client information.
5. Demonstrated experience of high level skills in Information Technology (IT) including the proficient use of word processing, spreadsheets, desktop publishing applications and electronic communication.
6. Well-developed interpersonal, oral and written communication skills, with a demonstrated ability to communicate professionally and effectively at all levels.
7. An ability to interact effectively with people from diverse cultures.

Desirable

1. Qualifications in Office Administration or other relevant disciplines.

Further information

Department of Health has a Smoke Free Policy. Staff are not permitted to smoke anywhere on Departmental premises, facilities or vehicle nor whilst working off-site. The preferred or recommended applicant will be required to hold a current working with children clearance notice and undergo a criminal history check. A criminal history will not exclude an applicant from this position unless it is relevant to the position.

Approved: October 2022

Executive Director, Mental Health, Alcohol and Other Drugs