

NORTHERN TERRITORY OF AUSTRALIA***Public Sector Employment and Management Act*****DETERMINATION NUMBER 5 OF 1999**

I, DAVID JOHN HAWKES, Commissioner for Public Employment, pursuant to my powers under Section 14 of the *Public Sector Employment and Management Act*, and in accordance with Section 13(c) of that Act, determine that with effect on and from 1 January 2000 the Job Description used by Northern Territory Public Sector agencies for recruitment purposes shall have the following specifications, as exemplified in the attached schedule to this Determination:

1. The agency logo and name of agency.
2. The name of the document: Job Description
3. The Job Title, Designation, Work Unit, Position Number, and the position to which the job is responsible.
4. The Primary Objective: A succinct statement of the primary purpose of the job which is clear, concise and unambiguous. This will be used in job vacancy advertising.
5. The Key Responsibilities: a numbered list of the outcomes for which the job is responsible.
6. Selection criteria: A numbered list of qualifications, abilities, skills and personal qualities required to achieve the outcomes of the job. These are limited to no more than 10 and may be broad or specific depending on the nature of the job and its responsibilities. They are listed as essential or desirable. They are not to contain unexplained acronyms, jargon, discriminatory language or terms specific only to the Northern Territory Public Sector.
7. Further information: This section is optional. It can be used to refer applicants to a person or internet site for more information about the job or agency.
8. Approval: The delegated officer's title and date of approval.
9. The job description is one A4 page in length.

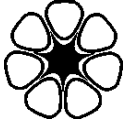
Dated

November, 1999

(signed 22 November 1999)

D J HAWKES

Commissioner for Public Employment



Department of the Public Sector

JOB DESCRIPTION

Job Title: Administration Team Leader
Designation: Administrative Officer 3
Work Unit: Client Services Centre, Casuarina
Position Number: 12345
Responsible to: Administration Manager

Primary objective

The Administration Team Leader ensures the provision of high quality administrative and operational support services to the satisfaction of clients through effective leadership of a team at the Casuarina Client Services Centre.

Key Responsibilities

1. Ensure the team provides accurate and efficient records, registry, transportation and information services, in line with agency policies and to the satisfaction of clients.
2. Contribute to the development and maintenance of emergency plans for the site to ensure a safe working environment and compliance with regulations.
3. Maintain effective operational support services including telecommunications, building security, transport, local purchasing, minor asset control, repairs and maintenance, in order to meet client needs.
4. Provide training in telecommunications and information technology to the client services team to ensure that client records and information services are effectively maintained to meet client needs.

Selection Criteria

Essential:

1. Demonstrated leadership potential through understanding and practical application of human resource principles and practices in the workplace at individual and group level.
2. Demonstrated appropriate interpersonal, communication and organisational skills, which have resulted in effective team membership.
3. Proven ability to support and coach colleagues to achieve expected outcomes.
4. Demonstrated ability to work with clients and provide the services they require.
5. Sound knowledge of operational support services.
6. Proven skills in the effective use of information technology, records and systems maintenance for the effective delivery of client services.

Desirable:

1. A qualification in office administration or equivalent.

Further information (optional section - delete if not required)

1. Information on the Department of the Public Sector can be found on our web site at <http://dps.nt.gov.au>

Approved