Job description

Agency	Department of Tourism and Hospitality			Work unit	Parks and Wildlife Division, Park Development and Strategic Projects
Job title	Administration and Project Support Officer			Designation	Administrative Officer 3
Job type	Full Time			Duration	Ongoing
Salary	$70,839 - $76,115			Location	Palmerston
Position number	33761	RTF	360890	Closing	22/11/2026
Contact Officer	Nigel Weston on 08 8999 4420 or nigel.weston@nt.gov.au				
About the agency	www.nt.gov.au/parks				
Apply online	https://jobs.nt.gov.au/Home/JobDetails?rtfId=360890				

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
Provide efficient and effective project support and administrative services to the Park Development and Strategic Projects Branch.

Context statement
The Park Development and Strategic Projects Branch supports the operations of the Parks and Wildlife Division through the provision of park planning, land administration, and infrastructure management services, and the development of strategy and policy.

Key duties and responsibilities
1. Provide administrative support services to staff in the business unit, including receiving and referring phone calls, coordinating correspondence, asset recording, divisional reporting, records and procurement functions, assistance with human resource management services and managing the diary of the Senior Director/Director(s).
2. Assist in the preparation of written correspondence, projects and other resource/reference documents.
3. Maintain office systems to ensure efficient workflows and accurate records.
4. Arrange the payment of invoices and verify corporate credit card transactions and assist in training of administrative and operational staff in processes.
5. Provide project support services, including stakeholder engagement activities, project tracking, and liaison with service providers.
6. Operate within a strong safety culture and implement defined Workplace Health and Safety policies and procedures.

Selection criteria
Essential
1. Demonstrated experience in providing administrative support in duties such as monitoring phone calls, managing calendars, scheduling meetings, minute taking, handling correspondence, records/information management, travel and accommodation bookings and procurement functions including purchasing and processing credit card transactions.
2. Proficiency in the use of computer systems and software, including word processing, email, electronic calendar applications and record management systems, and a willingness to adopt new technology.
3. Ability to operate effectively and reliably in a diverse team with minimal supervision.
4. A 'can do' attitude with a high level of flexibility, motivation, initiative, organisational skills, confidentiality, ability to prioritise workloads and meet tight deadlines.
5. Strong client interaction and communication skills to communicate professionally and with tact and discretion.
6. Good problem-solving skills and attention to detail, including the ability to think creatively and undertake projects, together with the ability to learn and apply processes and concepts quickly.

Further information
This position may be required to drive corporate vehicles and travel to remote parks and reserves, including on occasion, overnight.

Approved: October 2026 **Neva McCartney, Executive Director Parks and Wildlife**

NORTHERN TERRITORY GOVERNMENT