



## Role Description

<b>Title:</b>	<b>School Officer: Administration</b>	<b>Location:</b>	Toowoomba
<b>Reports to:</b>	Principal	<b>Classification:</b>	School Officer Level 5
<b>School:</b>	St Joseph's College	<b>Tenure:</b>	Fixed term   Full time

### 1.0 Purpose

The School Officer: Administration provides executive support to the College Leadership team and leads the administration team and/or specific administrative functional areas.

### 2.0 Experience and qualifications

#### Essential

- tertiary qualifications at Associate Diploma / Diploma level or equivalent qualifications relevant to the position may be required or knowledge, qualifications and experience that are determined by the employer as necessary to successfully carry out the duties of the position
- advanced level skills in the use of Microsoft product suite
- ability to effectively lead a team
- effective relationship building and influencing skills
- ability to efficiently manage a range of concurrent and complex tasks
- ability to develop administrative procedures and lead implementation
- demonstrated organisational skills including the ability to prioritise and meet competing deadlines
- ability to exercise initiative and flexibility in working in a team environment with minimal supervision
- a current Blue Card for working with children issued by Blue Card Services, or the willingness and ability to obtain one prior to commencement
- empathy with the values and ethos of the Catholic faith

#### Desirable

- minimum of 5 years' experience in a similar role
- current senior first aid qualification

### 3.0 Key result areas

- 3.1 contribute to and promote the development, alignment, attainment and review of the strategic goals for St Joseph's College
- 3.2 provide executive support to senior management and associated committees concerning designated aspects of college management
- 3.3 direct and supervise college administration staff and/or lead a specific administrative function

- 3.4 collaborate and communicate with others to ensure high professional standards are met
- 3.5 complete other duties that are directed as needs change or grow if the duties are consistent with the purpose of this position and any relevant legal and / or industrial obligations

#### 4.0 Statement of responsibility

While at work the role holder must

- take reasonable care for their own health and safety
- take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons
- comply, so far as the role holder is reasonably able, with any reasonable instruction given by the person conducting the business or undertaking to allow the person to comply with the *Work Health and Safety Act*
- cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.

#### 5.0 Statement of duties

The information detailed above is an accurate reflection of this role. Attached to this role description is a duties statement that covers a selection of activities in which the incumbent might engage. The list is neither prescriptive nor exhaustive.

## Duties statement

### School Officer: Administration (Level 5)

#### 3.1 Contribute to and promote the development, alignment, attainment and review of strategic goals for St Joseph's College

- contribute as a member of the college to achieving the strategies set out in both the College Strategy and the TCS Strategic Plan
- assist line managers and supervisors to develop and manage administrative support for college operations, including the development of college policy, procedures and guidelines - this will involve leading the identification of issues, conducting research, seeking expert advice, recommending solutions and leading the implementation of these solutions
- provide information, interpretation and advice in relation to college administrative policies, procedures and guidelines to support college staff in their roles.

#### 3.2 Provide executive support to senior management and associated committees concerning designated aspects of college management

- provide a comprehensive range of high-level administrative support including
  - research and recommendations for action
  - data management, extraction and quality assurance
  - preparation of accurate and timely reports
  - original creation of correspondence and other documents
  - editing and proofing
  - coordination and management of tasks across teams
  - record and document management
  - liaison with internal and external stakeholders to provide information and advice
  - creating and monitoring procedures to improve the efficiency and effectiveness of college administration and College Leadership team.
- undertake a variety of research, project and committee support activities, including coordination and preparation of plans, reports, correspondence and other documentation
- maintain effective time management practices for your line manager/s, including establishing consistent procedures across the administration team, coordinating diary appointments, prioritising correspondence, preventing unnecessary interruptions and screening telephone calls
- undertake investigations, research and analysis of sensitive and confidential matters as required
- provide administrative support for meetings, including establishing record and document protocols for use by the administration support team, preparing agendas, papers and minutes, prioritising correspondence and responding to outstanding queries and requests for information
- coordinate appointment, meetings and conferences, including venues, travel arrangements, accommodation and resource creation, collation and printing; ensuring corporate policies, procedures and guidelines are followed, and exercising assigned financial, purchasing and administrative authorities
- maintain a high level of accuracy in all correspondence and administrative documents using appropriate software programs and adhering to TCS and college standards, including the use of style guides, templates and other corporate standards
- provide a range of financial administrative activities and operations
- undertake regular budget reviews and provide college staff with budget and purchasing information

- receive visitors and delegations to your line manager/s or their delegates and coordinate appropriate hospitality provision utilising administration officers from across the college
- contribute to the maintenance, set up and cleaning of conference and meeting rooms and associated hospitality as required

### **3.3 Direct and supervise college administration staff and/or lead a specific administrative function**

- set work schedules based on priorities and goals determined with your supervisor and line manager/s, monitor progress and report to your supervisor and/or your line manager/s on various projects and action items
- responsibility for the planning and management of the work of others may be involved
- direct and supervise the work of administrative/clerical and/or other staff
- contribute to the recruitment and selection, induction and training of administration staff as directed by your supervisor or line manager
- assist in developing policy and procedures relating to area of work and identifying future trends
- under broad guidance, supervise the operations of the college's office and other administrative activities, in the areas of enrolment, equipment and statistical staffing returns
- under broad guidance, supervise the operations of the College's processes and activities in relation to overseas students, including enrolment, family liaison and placement
- provide advice requiring knowledge of policies and/or the interpretation of rules or regulations within your area of operation
- apply knowledge of relevant industrial instruments and occupational health and safety requirements and provide general advice to staff in these areas
- create promotional and advertising material
- coordinate and participate in marketing activities
- design promotional and marketing plans
- responsibility for liaison with media
- participate in performance and development conversations and attend professional learning needs as identified during these conversations

### **3.4 Collaborate and communicate with others to ensure high professional standards are met**

- greet and receive visitors to the college
- communicate with internal and external stakeholders, eg TCSO staff, students, parents, clergy and community members
- maintain highly functional and collaborative working relationships with colleagues by interacting effectively, contributing to discussions and seeking advice
- understand and accept the contributions of others in a multi-disciplinary and collaborative environment to provide a highly competent and seamless service to the college
- establish and maintain effective communication networks with stakeholders
- work collaboratively with stakeholders

### **3.5 Complete other duties that are directed as needs change or grow if the duties are consistent with the purpose of this position and any relevant legal and/or industrial obligations**

- complete other duties, consistent with the duties and responsibilities of the position as directed by your supervisor, line manager/s or their nominated delegate
- duties may include the completion of project work that presents itself during the operational and strategic review of the actions associated with the College's Strategy, TCS Strategic Plan or other directorate strategies