



## Position Description:

### Network Administration Support Officer

<b>FLC/Program:</b>	Wollemi Flexi Schools Network Team
<b>Location:</b>	Milton, Brisbane, Queensland
<b>Classification:</b>	School Officer 5
<b>Salary:</b>	\$68,155 - \$71,468 (as per the 1 May 2021 as per the agreement) <i>Catholic Employing Authorities Single Enterprise Collective Agreement Religious Schools of Queensland 2019-2023</i>
<b>Status:</b>	Full time (includes a six month probation period)
<b>Commencement:</b>	Immediate commencement available
<b>Contact Details:</b>	Zoe Surawski, 0438 036 380
<b>Job Ref:</b>	<b>WFSN/NASO/0521</b>
<b>Closing Date:</b>	The position will be closed when a suitable candidate is selected. Therefore, all applications will be reviewed, shortlisted and interviews held as applications are received.

Edmund Rice Education Australia (EREA) is a child safe organisation committed to the protection of children and has a zero tolerance of abuse of children. Wollemi Flexible Schools Network (FSN) being a subsidiary of EREA is also committed to ensuring the safety, wellbeing and dignity of all children and young people therefore, all applicants will be subject to EREA and legislative screening procedures. These checks are consistent with EREA's commitment to child safeguarding policies and procedures. This includes complying with our Child Safeguarding policy and code of conduct.

Wollemi FSN is an equal opportunity employer that promotes the safety and wellbeing of Aboriginal and Torres Strait Islander children and encourages applications from Aboriginal and Torres Strait Islander people.

#### Who are we?

Wollemi Flexi Schools Network is a network of four co-educational Catholic secondary schools in the Edmund Rice tradition. The four schools that are part of the network include Albert Park Flexible Learning Centre, Mount Isa Flexible Learning Centre, Rockhampton Flexible Learning Centre and Southport Flexible Learning Centre. Wollemi FSN has a clear commitment to social justice and stands in solidarity with disadvantaged people of all social, cultural and religious backgrounds with a particular sensitivity to Indigenous culture. The school provides holistic learning experiences that address the social needs of students, and promotes their emotional, cognitive, spiritual and academic development. This includes working with vulnerable young people that have mental health issues, behaviour challenges, learning difficulties and that are just not enjoying the academic nature of mainstream education.

Further information can be found at [www.ereafsn.edu.au](http://www.ereafsn.edu.au) or [www.erea.edu.au](http://www.erea.edu.au)

#### What is the role?

The Network Administration Support Officers main responsibility is to assist the coordination and completion of key administrative functions for both the network team and schools that are part of the network. This includes supporting and maintaining key compliance requirements.

## Key Responsibilities

The key responsibilities of this position are intended to describe the general nature and responsibility of work in this position. They are not to be construed as an exhaustive list of all responsibilities and skills required of the position. Employees will also be required to follow any other position related tasks, duties and instructions, EREA policies, and to perform other position related duties required to support the networks compliance with its legislative obligations. Through consultation with the employee, the Principal/delegate may vary the responsibilities of the position temporarily as required, but within the skills and responsibility levels appropriate to the position.

### *Professional Knowledge*

- High level knowledge of administration practices and processes
- Proficient knowledge of general human resource and financial management processes and practices
- Advanced knowledge of various computer software packages including ability to train and support other staff
- High level knowledge of time management, prioritization and negotiation skills to keep within deadlines
- Proficient knowledge of good record keeping and retention practices and guidelines
- General knowledge of school management systems or similar database management systems
- General knowledge and understanding of child safeguarding requirements and obligations that cover legal and policy requirements in an educational setting or similar
- General knowledge of graphic design principles and software

### *Professional Practice*

- Assist in development, review and maintenance of local administrative procedures, systems and designs to ensure compliant operation including identifying future trends that may affect the efficient management of the schools administration processes
- Ability to effectively and proficiently use office equipment and support other team members to use it
- Preparation and record management of accurate internal and external reports, records and data as required within timeframes and deadlines
- Effective and compliant record management to ensure accurate digitalisation and storage of all records
- Preparation, processing and management of accurate human resource recruitment campaigns and staff onboarding including maintaining accurate staff record management
- Provide executive support to network staff and schools as required
- Assist in the purchasing, financial processing, fleet and property management for the network team as required
- Coordinate a positive external media presence including assisting the creation of key school/network marketing material keeping within policy and style guides. This includes the publishing and maintaining school marketing material and information on relevant sources as required
- Coordinate and provide operations management support for the Trade Skills Centre building including coordination of bookings, maintenance and key compliance requirements
- Support staff in the use and operation of the QCAA student management system including undergoing and providing staff training as required
- Organize and book travel requirements for staff within school policy

### *Professional Engagement*

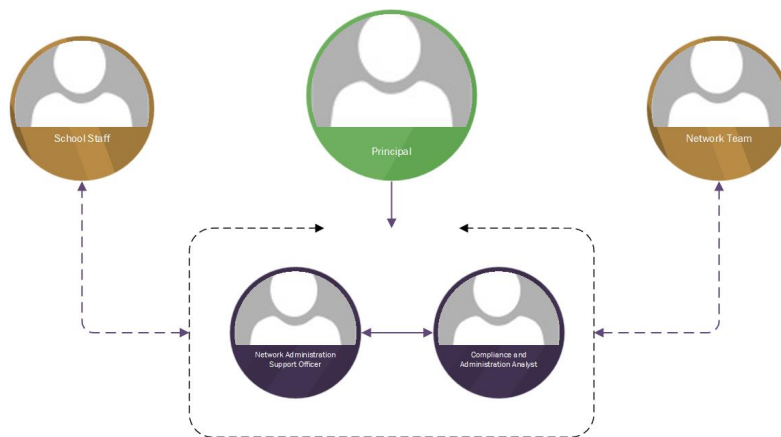
- Commitment to develop working relationships with a spirit of 'common ground', boundaried by our principles of Respect, Participation, Safe & Legal, Honesty and Participation.
- Ability to facilitate effective communication with the network support team and all school employees
- Participates in professional supervision and professional development as required
- Work collaboratively with all staff to provide a safe, conducive work environment for staff and young people
- Demonstrate a capacity for tact and discretion and an ability to maintain confidentiality
- Maintain communication and correspondence between the network team and other individuals, organisations and departments as required
- Provide a welcoming environment for visiting staff members, consultants and external agencies
- Support the development of events and internal professional development opportunities

## Mandatory Qualifications, conditions and requirements

- Minimal tertiary qualifications at Diploma level or relevant extensive experience in similar positions
- Previous experience in similar administration positions
- Applicants must hold or have the ability to attain a current Blue Card **before** commencement as per the No Card No Start Blue Card system legislation (<https://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/regulated-industries-and-licensing/blue-card-services>)
- High level of computer literacy, oral and written communication and effective organisation skills
- Capacity to undertake overnight travel to school sites within Queensland as required, therefore it is a requirement that the applicant hold a current 'C' drivers licence

## Working Relationships

The Network Administration Support Officer reports directly to the Principal and has no direct line supervision responsibilities for any staff. The position is required to work under general guidance and is a support role working collaboratively with all staff specifically the leadership team, administration staff in the network and specifically with the Compliance and Administration Analyst daily.



## Interested in applying?

To be considered for this role you need to submit the following to [Wollemi.recruitment@youthplus.edu.au](mailto:Wollemi.recruitment@youthplus.edu.au) which includes:

- Cover letter (maximum 3 pages) that outlines your answers to the three questions as per below:
  - **Professional Knowledge:** Ability to develop and maintain effective administrative processes that ensure that you meet competing priorities and deadlines
  - **Professional Practice:** Knowledge and experience in processing key human resource recruitment practices and onboarding requirements
  - **Professional Engagement:** Well-developed interpersonal and communication skills that allows you to establish and maintain professional relationship with team members, young people, parents/caregivers and the community that attend the school
- Current resume including two referees (one that is your current employer)

The panel understands if you wish to be notified prior making contact with referees in particular current employer