



## Position Description: Administration and Compliance Coordinator

<b>FLC/Program:</b>	Southport Flexible Learning Centre
<b>Location:</b>	Southport, Gold Coast Queensland
<b>Classification:</b>	School Officer 5
<b>Salary:</b>	\$68,155 - \$71,468 per annum as per the agreement <i>Catholic Employing Authorities Single Enterprise Collective Agreement Religious Schools of Queensland 2019-2023</i>
<b>Status:</b>	Full Time, 38 hours per week, Monday to Friday (including a six month probation period)
<b>Commencement:</b>	Immediate commencement available
<b>Contact Details:</b>	Zoe Surawski, 0438 036 380
<b>Job Ref:</b>	SFLC/ACO/0621

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?

The Southport Flexible Learning Centre (FLC) is a coeducational Catholic school in the Edmund Rice tradition that offers holistic learning options for young people who have been disengaged from normal education settings. Rockhampton FLC 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 Administration and Compliance Officer's main responsibility is to coordinate, maintain and complete specific school administration compliance requirements. The focus of this position is ensuring compliance against key school registration guidelines. The position involves working directly with children and young people on a daily basis and therefore must be able to demonstrate an understanding of appropriate child safeguarding behaviours when engaging with children. All young people are owed a duty of care while in the supervision of the position.

## 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. For example, this role may be required to fulfil the Administration Officer's role if required.

### *Professional Knowledge*

- High level knowledge of administration practices and processes in an educational setting or similar
- 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 registration guidelines compliance standards and general reporting requirements
- General knowledge and understanding of child safeguarding requirements and obligations that cover legal and policy requirements in an educational setting or similar

### *Professional Practice*

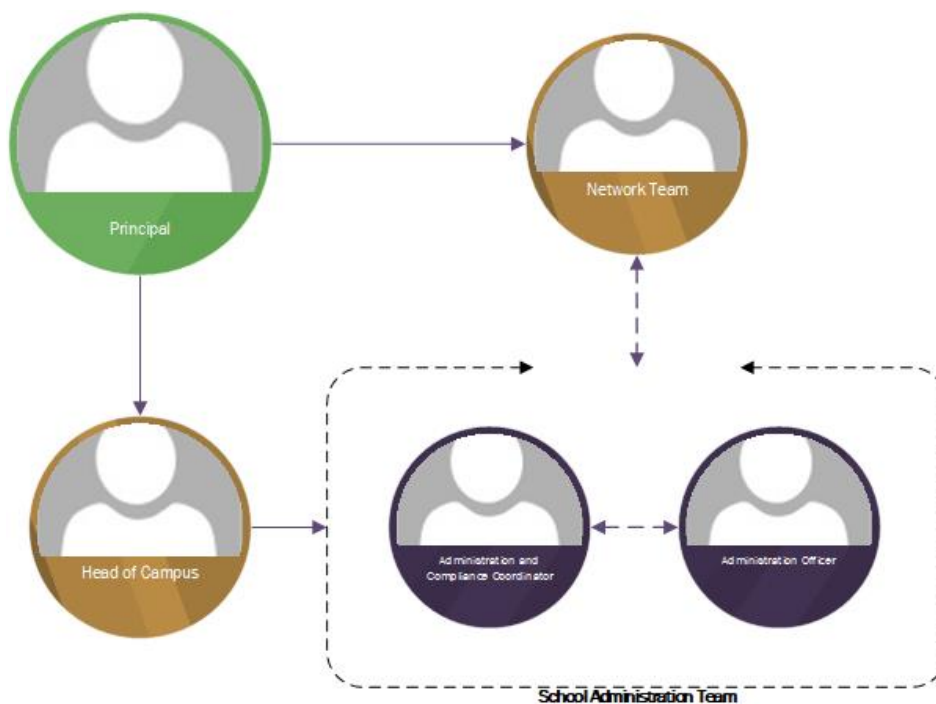
- Ability to follow school-based policy, procedures and systems relevant to administration ensuring all records are accurate and accessible at all times. This includes coordinating a framework to review administrative school based procedures
- Coordinate, maintain and complete key routine compliance tasks around work health and safety, child safeguarding, and student record management
- Coordinate a positive external media presence including creation of key school marketing material keeping within policy and style guides. This includes the development of school newsletters
- Coordinate and review the completion of key NCCD documentation and ensure accurate data entry as required
- Ability to effectively and proficiently use office equipment and support other team members to operate
- Coordinate and prepare accurate reports and data as required within set timeframes and deadlines
- Preparation and processing of accurate weekly human resource and financial tasks within set deadlines as required
- Maintain young person records including, leading the coordination of the enrolment process by ensuring the student management database and student files are accurate at all times
- Support staff in the use and operation of the student management system including training as required
- Ability to learn and operate digital software in adapting to paperless systems
- Provide executive support to staff and the school community for example the preparation, minute taking and distribution of meeting minutes
- Coordination and purchasing of school resources/equipment as required
- Efficient record management including accurate digitalisation and storage of records
- Coordination of the school's cleaning and grounds and maintenance
- Organize and book travel requirements for students and staff within school policy

### Professional Engagement

- Commitment to work under the four principles of operation, Respect, Safe and Legal, Honesty and Participation to establish a “common ground” to resolve conflict, negotiate learning, recognize rights, where responsibilities and consequences are modelled and explored
- Facilitate effective communication with staff, young people, families, partner organizations and visitors that enhances the school image and contributes to the goals and ethos of the FLC.
- Provide a welcoming and supportive environment for all young people, their families, visitors and staff attending the FLC
- Capacity to act in a professional manner at all times including tact and discretion, ability to maintain confidentiality
- Under limited supervision and guidance complete, prioritise and progress work tasks

### Working Relationships

The Administration and Compliance Coordinator reports directly to the Head of Campus and has no direct line supervision responsibilities for any staff. The position works collaboratively with all staff at the school but specifically with the Administration Officer and Head of Campus daily.



### Mandatory Qualifications, conditions and requirements

- Minimal of Diploma level qualification or equivalency relevant to the position
- 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
- Travel is a requirement of this position therefore it is a requirement that the applicant hold a current 'C' drivers licence

## Interested in applying?

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

- Cover letter (maximum 3 pages) that outlines your brief answers to the three points below:
  - **Professional Knowledge:** ability to handle competing priorities/tasks while maintaining deadlines
  - **Professional Practice:** ability to develop and implement effective compliant administrative processes that align with policy and legislative 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
- Current resume including two referees (one that is your current employer)

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