



Guilford Young College

# **Administration Officer Positions**

**Application Package for Applicants**

Applications Close:  
Wednesday 21 December, 2022 at 4.00pm

## General Information

Catholic Education Tasmania (CET) is a community of thirty-eight schools and colleges serving over 16,000 students and their families across Tasmania supported by the Tasmanian Catholic Education Office (TCEO).

The Archdiocese of Hobart covers the State of Tasmania. The Archbishop of Hobart authorises the existence of all Catholic Education institutes in Tasmania.

Under the governance of the Catholic Education Commission of Tasmania (CECT), Tasmanian Catholic Education Office (TCEO) is responsible for the oversight, funding and coordination of 38 Archdiocesan schools and three TCEO offices.

The Archbishop delegates responsibility to other key bodies including the Catholic Education Commission Tasmania (CECT), the CET Executive Director, School Boards and other groups that support Catholic schools.

Employees are to be familiar with, have an understanding of and commitment to, the Archbishop's Charter for Catholic Schools.

The TCEO, established in 1959, is the central administrative and co-ordinating body for the multi-faceted and diverse mission of Catholic education in Tasmania. One of its prime functions, under the CET Executive Director, is to co-ordinate the provision of Catholic education at all levels and to communicate and negotiate with appropriate authorities on behalf of all Catholic schools in Tasmania.

Some key documents include:

- The Archbishop's Charter for Catholic Schools
- The Tasmania Catholic Education Single Enterprise Agreement 2018
- CECT Constitution
- CECT Policies
- School Policies

For further information click the following links to access the CET and school website:

[catholic.tas.edu.au](http://catholic.tas.edu.au)

# Application for Employment

<b>Position:</b>	<i>Please select role/s</i>
<input type="checkbox"/> Administration Officer, Full Time (1.0 FTE), Ongoing	
<input type="checkbox"/> Administrative Officer, Three days/week, Term Time Only (0.49 FTE)	

Family Name		Given Name(s)	
Postal Address			
Telephone:	Work <input type="checkbox"/>		Home <input type="checkbox"/>
	Mobile <input type="checkbox"/>		please tick preferred contact number
Email Address:			

## Educational Qualification – Detail Highest Academic Qualification Awarded

Qualification			
Institution		Year Awarded	

Tasmanian Teacher Registration Number <i>(if applicable)</i>		
Catholic Education Accreditation Level Attained <i>(if applicable)</i>		
Working with Vulnerable People check		

## Referees

Please provide the names of three referees who are able to comment on your recent work experience and skills.	
Name	
Postal Address	
Phone Number	
Email Address	
Name	
Postal Address	
Phone Number	
Email Address	
Name	
Postal Address	
Phone Number	
Email Address	

Signature		Date
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## ROLE DESCRIPTION

<b>Role title:</b>	Administration Officer
<b>Classification:</b>	Business Services, Level 2
<b>College/College:</b>	Guilford Young College
<b>Location:</b>	Glenorchy or Hobart Campus
<b>Is responsible to:</b>	Office Team Leader
<b>Key relationships:</b>	Principal, staff, students, parents/guardians, visitors, volunteers

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## ROLE ACCOUNTABILITY

The Administrative Officer provides a first point of contact for the college and is accountable for the effective delivery of reception, administration and office support services. The role is responsible for delivering excellent customer service in the performance of duties.

Within the role, the Administration Officer works collaboratively with other staff and members of the college community to assist students to achieve enhanced learning outcomes.

## CATHOLIC EDUCATION TASMANIA REQUIREMENTS

- Support the mission of the Catholic Church
- Support the Catholic Education Commission Tasmania (CECT) Vision and Mission Statement
- Support the Vision and Mission statement of the individual school
- Nurture the formation of young people through the expression and integration of Catholic beliefs and Gospel values in all aspects of school life
- You must uphold Catholic belief and practice in all the Employee's professional activities and refrain from expressing public opinions or engaging in public activity that, in the reasonable opinion of the Employer, would bring the Employer into disrepute.
- You must be familiar with, have an understanding of and uphold the implementation of the Archbishop's Charter for Catholic Schools

## KEY RESULT AREAS

### Customer Service

- Provide a friendly and welcoming customer service support, as first point of contact to staff, parents, students and visitors
- Resolve routine enquiries, re-directing where appropriate
- Identify and defuse potential customer hostility or conflict where possible, escalating to a higher employee as required
- Communicate clearly and concisely
- Respect and protect staff, student and family privacy and confidentiality
- Promote a positive image of the college in all interactions
- Ensure the college office and reception areas are welcoming, neat and tidy
- First respondent to First Aid requirements and issue medication in accordance with college policies and procedures

## **Administrative, Financial and Marketing/Enrolments Support**

- Prepare routine correspondence and documents
- Undertake general word processing, data entry and desktop publishing
- Collate and distribute documents in a timely manner
- Process incoming and outgoing correspondence and other mail in a timely manner
- Undertake records management and archiving
- Coordinate meetings and appointment scheduling, including preparation of relevant documents
- Record meeting minutes and action items concisely and accurately
- Maintain office and stationery supplies
- Process financial transactions including receipting and banking of monies/payments, petty cash, requisitions, invoicing etc
- Assist Marketing/Enrolment Team and Finance Team staff as requested
- Provide administrative support to senior staff
- Coordinate absentee records and notify parents as per school policy and procedures

## **Team effectiveness and collaboration**

- Support and assist staff and management teams to deliver effective student outcomes
- Work collaboratively with other members of the college community, including parents/guardians, caregivers and volunteers, to enhance student outcomes
- Develop positive relationships with colleagues and other members of the college community and maintain a positive and professional demeanor at all times
- Maintain a positive attitude towards new and different ideas and approaches
- Attend, as required, meetings as convened by management and staff

## **Personal Effectiveness**

- Demonstrate integrity and meet the standards of conduct expected
- Participate in goal-setting processes and respond to opportunities for growth to improve knowledge and practice
- Overcome obstacles and recover and learn from setbacks through self-development
- Participate in staff learning programs and attend appropriate professional learning (PL) opportunities when required
- Seek and apply constructive feedback from Line Manager to improve knowledge and practice

## **Resources and Organisation**

- Plan and organize workflow to accomplish established objectives
- Utilise software packages, including word processing, maintain email and electronic records, spreadsheets, databases, desktop publishing, accounting and/or web or other specialized software
- Use relevant office equipment including photocopiers, shredders, printers as required
- Use college property, resources and technology in a proper and safe manner in accordance with appropriate standards, policies and procedures
- Consider the environment and minimize waste

## **Safety and Compliance**

- Exercise responsibility required in accordance with Work, Health and Safety legislation, including:
  - taking reasonable care of your own health and safety and that of other people who may be affected by your acts or omissions at the workplace
  - contributing to safe systems of work
- Contribute to a safe and welcoming learning environment for children and young people congruent with legislative and organizational Child Safe requirements
- Undertake relevant Catholic Education Accreditation requirements associated with the role
- Adhere to the requirements of the role in accordance with the professional standards expected of Catholic Education Tasmania and all organizational policies, procedures, codes, guidelines and applicable laws

## **PERSONAL CAPABILITES**

- Reception/customer service experience
- Data processing experience
- Demonstrated professional integrity
- Work collegially and in a team environment
- Communicate effectively with a range of people from differing levels and backgrounds
- Coordinate routine activities, set priorities and deliver tasks on time
- Perform effectively in an environment with competing demands
- Apply literacy and numberacy skills effectively
- Demonstrated accuracy and attention to detail
- Act with due care and diligence
- Demonstrated reliability, dependability, flexibility and adaptability
- Maintain confidentiality when dealing with sensitive information and matters
- Demonstrated commitment to customer service excellence
- Work independently with minimal supervision
- Use initiative to resolve problems in a constructive manner

## **EVIDENTIARY REQUIREMENTS**

### **Essential**

- Valid Working with Vulnerable People Registration
- Accreditation A: Accreditation to work in a Catholic school, or willingness to work towards

### **Desirable**

- Certificate III Business Administration or equivalent
- Current First Aid qualification

## **ENVIRONMENTAL CONDITIONS AND PHYSICAL DEMANDS**

The Administration Officer role is located in a busy, open area office and is subject to constant interruptions and frequent communications with others whilst undertaking tasks that require attention to detail and high levels of accuracy. The Administration Officer uses a variety of information and communication technology, office equipment and resources. The role will involve frequent sitting and standing and require fine motor and control skills, auditory and visual functions. Some lifting of supplies and materials may be required from time to time.

## ADDITIONAL INFORMATION

**Start Date:** As soon as possible by negotiation with the successful candidate.

### Full Time Position

**Tenure:** Ongoing, 1.0 FTE

**Hours of Work:** 8.00am – 4.21pm, Monday to Friday (with unpaid 45 minute lunch break)

### **Employment**

**Conditions:** As per the Tasmanian Catholic Education Single Enterprise Agreement 2018

**Remuneration:** Business Services Level 2

Salary \$54,921 + First Aid allowance plus Superannuation 10.5%

Increases annually with wage increases plus on years of service.

**Location:** Guilford Young College (Barrack Street Hobart *or* Bowden Street Glenorchy Campuses)

### Three days/week Position

**Tenure:** Ongoing, 0.49 FTE

**Hours of Work:** 8.00am – 4.15pm (with unpaid 45 minute lunch break)

Three days/week, Term Time only

### **Employment**

**Conditions:** As per the Tasmanian Catholic Education Single Enterprise Agreement 2018

**Remuneration:** Business Services Level 2

Salary \$54,921 (pro rata = \$27,421.22) + First Aid allowance plus Superannuation 10.5%

**Location:** Guilford Young College (Barrack Street Hobart *or* Bowden Street Glenorchy Campuses)

## FINAL CHECK LIST FOR APPLICATIONS

Before sending in your application, use this checklist to make sure you have not missed out any important details. Please ensure that you submit:

- Signed and dated Application for Employment Form
- A cover letter of introduction stating the reasons you are seeking the position
- A current copy of your Curriculum Vitae, which should include a brief employment history stating where you have worked, the length of service and brief description of the position(s) held and duties undertaken
- Succinctly addressed the Key Result Areas (KRAs) and Personal Capabilities in the Role Description

Hint: when addressing the KRAs describe how your Personal Capabilities, knowledge and experience demonstrate your ability to undertake the role

Included any other relevant information you wish to submit

Applications are to be addressed to Craig Deayton, Principal, Guilford Young College and forwarded electronically by 4.00pm Wednesday 21 December 2022 to [employment@gyc.tas.edu.au](mailto:employment@gyc.tas.edu.au)

Upon receipt of an application, you will receive a confirmation of receipt via email within two business days.