



Guilford
Young
College

Enrolments Registrar

(FTE 1.0, ongoing)

Application Package for Applicants

Applications Close:
Wednesday 24 April 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.

Within the Archdiocese there are thirty-eight Catholic schools administrated by the TCEO;

- ❑ 35 Archdiocesan Schools
- ❑ 3 Congregational Schools (Dominic College, St Virgil's College, St Francis Flexible Learning Centre)

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 Policies
- School Policies

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

www.catholic.tas.edu.au
www.gyc.tas.edu.au

Application for Employment

Position:	<i>Please select role/s</i>
<input type="checkbox"/> Enrolments Registrar	

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 title:	Enrolment Registrar
Classification:	Business Services, Level 3
College/College:	Guilford Young College
Is responsible to:	Business Manager
Key relationships:	Marketing Team, College Leadership & Staff, Transition coordinators (associated Colleges).

ROLE ACCOUNTABILITY

The Enrolment Registrar is primarily accountable for overseeing the enrolment program for the College. This could include, but is not limited to, the coordination of tour/open days, visits to associate Colleges, responding to enrolment related enquiries in a timely manner, distribution of the College handbook and other enrolment related materials, and timely entry of enrolment information to generate accurate reporting on future enrolments.

The position operates with autonomy under broad direction from the Principal and college Business Manager. The successful occupant will ideally possess outstanding clerical and time management related skills as well as an ability to communicate clearly and with influence. An understanding of a school environment alongside a passion for connecting with the local community would also be advantageous.

Within the role, the Enrolment Registrar supports the Catholic Identity and Evangelising Mission of Guilford Young College and works collaboratively with other staff and members of the College community to assist students to achieve enhanced learning outcomes.

KEY RESULT AREAS

- Enrolment and Transition Management
 - Coordinate the College strategies for enrolment and transition process.
 - Engage with prospective students and families to support their enrolment at Guilford Young College
 - Support enrolments where there are particular needs
 - Provide advice, with support from College Leaders around course offerings and appropriate course selections.

- Enrolment outreach and Community
 - Attend relevant sessions or events at associate and feeder schools to represent GYC
 - Guide the development of a yearly course handbook and associated marketing collateral to assist information sharing GYC promotions.
 - Plan and execute, with the assistance of College Leaders, GYC events such as Open Day, Tour Day and Head Start week to best support transition.
 - Follow up and respond to enrolment related enquiries in a timely manner.
 - Be available to facilitate campus orientation tours as required.

- Marketing & Enrolment Team (MET) Integration
 - Foster collaborative working practices between the Enrolment and Marketing functions of the College.
 - Openly contribute to the daily operations of the MET team and actively encourage other members to the same.
 - understand the workflows of others in the Marketing team to ensure coordinated and timely responses are provided to enrolment related enquiries.

- Reporting and Information Management
 - Produce high quality reporting and information on request to the Principal, College Board and Executive on relevant data related to current or future enrolments.
 - Ensure processes are in place for the collection of accurate data for prospective enrolments and that information is stored or used in line with relevant policies.
 - Align College enrolment procedures with relevant policies of Catholic Education Office and future implementations of Learning Management software solutions.

Further detail on these Key Result Areas is provided as follows:

Registrar and Community Relations

- Establish proactive, respectful and effective working relationships with key stakeholders.
- Provide responses within the scope of the role for enquiries.
- Undertake research and data analysis relevant to identify trends and make recommendations for improvement.
- Provide regular reports and statistics to the Principal/Business Manager
- Produce relevant enrolment documentation, including training guides, manuals, policies and procedures as required.

Team involvement and development

- Actively lead and contribute in a small team to ensure effective delivery of business services.
- Build relationships across the College community to ensure effective communications and delivery of services.
- Coach and support the team staff for individual performance and overall team outcomes.
- Facilitate the regular sharing of ideas and planning to ensure the MET team is operating in line with College expectations.

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, to enhance student outcomes.
- Develop positive relationships with colleagues and other members of the College community to always foster positive and professional interactions.
- Maintain a positive attitude towards new and different ideas and approaches.
- Attend, and actively contribute in, meetings as convened by management and staff.

Personal effectiveness

- Readily 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, recover and learn from setbacks through self-development.
- Participate in staff learning programs and attend appropriate professional learning (PL) opportunities as required.
- Seek and apply constructive feedback from Line Manager/s to improve knowledge and practice.

Resources and organisation

- Plan and organise workflow to accomplish established objectives.
- Utilise software packages to produce high quality work, maintain records and improve outcomes.
- Use College property, resources and technology in a proper and safe manner in accordance with appropriate standards, policies and procedures.
- Consider the environment and minimise waste.

Safety and compliance

- Exercise responsibility required in accordance with Work, Health and Safety legislation, including:
 - take 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
 - contribute to safe systems of work
 - promote a culture of safety in the workplace.
- Create a safe and welcoming learning environment for children and young people congruent with legislative and organisational Child Safe requirements.
- Adhere to the requirements of the role in accordance with the professional standards expected of Catholic Education Tasmania and all organisational policies, procedures, codes, guidelines and applicable laws.

PERSONAL CAPABILITIES

- Knowledge and experience in coordinating enrolment functions and developing and implementing strategies in a busy environment with competing demands.
- Proficient with office equipment and technology and use of Microsoft Office and SYNERGETIC.
- Able to work independently with broad direction.
- Highly effective administrative and decision-making skills that demonstrate clarity, competence and a collaborative approach.
- Demonstrated professional integrity.
- Able to work collegially in a team environment.
- Able to apply high-level communication skills, both verbally and in writing to a wide range of people.
- Excellent time management and organisational abilities.
- Demonstrated accuracy and attention to detail.
- Reliable and dependable.
- Demonstrated openness and ability to adapt and coordinate change.
- Able to use initiative to anticipate and create practical solutions to problems.
- Able to maintain integrity and confidentiality when dealing with sensitive information and matters.
- Able to undertake research and data analysis.

EVIDENTIARY REQUIREMENTS

Essential

- Valid Working with Vulnerable People Registration.
- Current and satisfactory National Police Criminal History Check (NPCHC).

Desirable

- Tertiary qualifications in Business or other relevant discipline.
- Current first aid qualification.
- Current Tasmanian vehicle driver licence.

ENVIRONMENTAL CONDITIONS AND PHYSICAL DEMANDS

The Transition and Enrolment Registrar role is located over both campuses in a busy office environment and is subject to constant interruptions and frequent communications with others whilst undertaking tasks that require attention to detail and high levels of accuracy. Transition and Enrolment Registrar uses a variety of information and communication technology, office equipment and resources. Some intrastate travel may be required. 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 Position Information

Start Date:	As soon as possible
Tenure:	1 FTE Ongoing 52 weeks per year 6 month Probation Period
Location:	Guilford Young College (Barrack Street Hobart or Bowden Street Glenorchy Campuses)
Hours of Work:	8:00am - 4:21pm: Monday to Friday with a 45-minute lunchbreak
Employment Conditions:	As per the Tasmanian Catholic Education Single Enterprise Agreement 2018
Remuneration:	Salary: \$71,194 per annum – plus 11% superannuation

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 Jo Legosz, Principal, Guilford Young College and forwarded electronically by 4.00pm Wednesday 24 April 2024 to employment@gyc.tas.edu.au.

Upon receipt of an application, you will receive a confirmation of receipt via email.

If you have any further queries regarding your application please do not hesitate to contact the College on (03) 6238 4333 or employment@gyc.tas.edu.au.