

#  **POSITION DESCRIPTION**

# **ADMINISTRATION OFFICER / SENIOR ADMINISTRATION OFFICER**

**POSITION TITLE:** Administration Officer / Senior Administration Officer

**DEPARTMENT:** School of Education, Humanities & Business; School of Social Sciences

**REPORTS TO:** Dean of the Relevant School

**TYPE OF EMPLOYMENT:** Full-time / Part-time

**CLASSIFICATION:** General Staff, *Educational Services (Post-Secondary Education) Award 2020*

**REMUNERATION:** Level determined by qualifications, experience and responsibilities

**FURTHER INFORMATION:** HR – recruitment@chc.edu.au

## **BACKGROUND**

Christian Heritage College (CHC) was established in 1986 by the Christian Outreach Centre, now known as the International Network of Churches (INC), out of its vision for Christian higher education in Australia. From small beginnings, CHC has gained recognition as a provider of some standing in the Australian higher education sector.

CHC offers a range of undergraduate and postgraduate courses in Business, Education, Liberal Arts, Ministries and Social Sciences which contain a unique combination of personal growth and professional academic studies within a Christian worldview. Graduates of CHC courses can be found in countries throughout the world. CHC is a place where lives are transformed, and people are equipped to make a difference to the world around them. Our campus is located at Carindale in South-East Brisbane.

**SCOPE OF THE POSITION**

## The Administration Officer plays an integral role to support the effective functioning of the school and is responsible for a broad range of administrative functions. The scope of this position includes developing and maintaining effective systems, processes and communication to the Dean, staff, and students of the School. The role includes providing innovative academic administration to ensure the highly effective and collaborative culture and function of the School.

## Within the organisational structure of CHC, the Administrative Officer reports directly to the Dean while working closely with School academic staff with other administration staff, particularly staff in Admissions and Registry.

## **KEY RESPONSIBILITIES**

* Support staff in academic administration
* Effectively communicate with all external and internal stakeholders
* Create and maintain effective academic administrative systems and communication
* Planning, scheduling, managing and recording meetings and appointments
* Managing student administrative tasks at a school level
* Managing emails and communication
* Support course review, development, assessment and accreditation functions
* Preparing and editing correspondence, reports, and presentations
* Providing quality support and service to stakeholders
* Liaising with other departments and schools to ensure that information and other reporting requirements are provided in an effective and timely manner
* Collaborate and work with relevant staff and stakeholders to deliver quality events as required
* Provide support to sessional staff including the dissemination of information and documentation
* Support staff with various IT tools such as Office 365 and Moodle where appropriate
* Organise, manage and report on administration systems and records
* Provide practicum support where required including supporting staff, students and industry partners
* Managing projects and other functions as determined by the Dean

**Senior Administration Officer**

In addition to the above, a Senior Administration Officer will be required to manage other staff, take responsibility for project completion and generally accept a higher level of responsibility for tasks.

## **WORKPLACE HEALTH AND SAFETY**

All employees have an obligation to comply with CHC’s workplace health and safety policies, procedures and instructions to ensure a safe workplace.

## **EQUAL OPPORTUNITY**

CHC is an equal opportunity employer. All employees are required to be aware of and demonstrate a commitment to the principles of equal opportunity in the workplace.

## **STAFF DEVELOPMENT**

All employees are required to participate in staff training and development activities to assist in the achievement of individual/work objectives.

## **USE OF EQUIPMENT/PROGRAMS**

During the performance of duties, the Administration Officer/Senior Administration Officer is expected to operate the following:

* Personal computers and Microsoft Office suite of applications
* A variety of web browsers
* Student management system
* Moodle™ software
* Office equipment e.g. printers, photocopiers, etc
* Specific training in the above may be provided if required

## **SELECTION CRITERIA**

**Qualifications**

*Desirable*

* A relevant post-secondary qualification, Bachelor level qualification preferred

**Skills and Abilities**

*Essential*

The successful candidate will demonstrate:

* High-level organisational, administrative and record-keeping skills
* Self-motivation and effective time-management skills
* Excellent interpersonal and written/verbal communication skills
* Ability to engage in self-directed work
* Ability to anticipate needs for action and to take initiative
* Ability to work as part of a dynamic administration team

**Experience**

*Essential*

* Experience in a high-level administrative role

*Desirable*

* Experience in an academic administration role

## **KEY SELECTION CRITERIA**

The successful candidate will possess the ability to:

* Work in a collaborative, team environment
* Innovate and operate in a sometimes fast-paced environment
* Prioritise work, work under pressure with minimal supervision
* Support and promote the ethos of CHC

## **PERSONAL QUALITIES**

* Adherence to the Christian faith and evidence of mature Christian character
* Active involvement in a local church
* Affirmation/ support of the International Network of Churches Statement of Faith
* Commitment to the values articulated in the CHC mission statement
* Ability to learn and collaborate as part of a team
* Ability to be self-motivated and to work independently