

## Position Description

<b>Position Title:</b>	Administration Officer (AO)
<b>Reports to:</b>	Head of School – Education and Humanities Director of Projects and School Administration
<b>Type of Employment:</b>	Full-Time/Permanent Part-Time
<b>Organisation Unit:</b>	School of Education and Humanities

### Background

Christian Heritage College (CHC) was established in 1986 by the Christian Outreach Centre, now known as International Network of Churches (INC), because of its vision for higher education in Australia. From small beginnings, CHC has gained recognition as a provider of 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. CHC is a place where lives are transformed, and people are equipped to make a difference to the world around them.

The School of Education and Humanities offers accredited undergraduate and postgraduate university-level courses. There is a core complement of permanent academic staff supplemented by sessional lecturers, supported by the Administrative Officer.

### Key Objectives

To provide administrative support and functionality for the School of Education and Humanities, particularly within our Embedded Practice and Professional Experience Programs.

### Scope of Position

The Administration Officer (AO) 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 student.

Within the organisational structure of CHC, the AO reports directly to the Head of School while collaborating closely with School academic staff and with other administration staff, particularly staff in Admissions and Registry.

## Key Responsibilities

The key tasks and responsibilities of the Administration Officer role include, but are not limited to:

- Support staff in academic administration.
- Provide practicum support where required including supporting staff, students and industry partners
- Effectively communicate with external and internal stakeholders
- Create and maintain effective academic administrative systems and communication
- Preparing and editing correspondence, reports and presentations
- 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
- Managing projects and other functions as determined by the Head of School, Dean and/or the Director of Projects and School Administration

## 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 must be aware of and demonstrate a commitment to the principles of equal opportunity in the workplace.

## Staff Development

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

## Use of Equipment

During the performance of duties, the Administration Officer will encounter and is expected to operate the following:

- Personal computers and Microsoft Office
- Microsoft Edge or other Web Browsers
- Office equipment e.g., printers, photocopiers, facsimile machines
- Various other software packages as required.

Specific training in the above will provided, as required.

## Selection Criteria

### Qualifications and experience

- Experience in a high-level administrative role essential. Previous academic administrative role is not essential but would be highly regarded.
- Self-motivated, organised, detail orientated, with excellent time management skills.
- Be able to prioritise work, work under pressure and work well autonomously as well as collaboratively as part of a team.
- Ability to anticipate needs, action required and to take initiative.
- A commitment to equal opportunity and experience working with diverse populations.
- Actively support and promote the ethos of CHC.

### Personal Qualities

- Mature Christian character
- Active involvement in a local Church
- Excellent people skills which enable effective communication with students and staff
- Willingness and ability to accept responsibility and to work with minimal direction.
- Ability to prioritise competing work demands to meet internal and external deadlines.
- Commitment to support the vision, values, and strategic directions of CHC.