

Position Description

Position Title	Administration Officer
Department/Program	Business Services
Position Reports To	HR Advisor
Position Status	Full time

SEDA College (Victoria) is an independent, co-educational Senior Secondary College.

At SEDA College we believe that student success is achieved through educational experiences that challenge and inform our students’ perspectives on the world.

These beliefs are underpinned by an educational philosophy that is based on the principles of applied learning and our College’s core values.

- Growth
- Resilience
- Empathy
- Accountability
- Teamwork

Our philosophy commits us to developing students who are:

- Passionate about reaching their personal and professional potential.
- Proactive and resilient in both their personal and public lives.
- Productive and compassionate contributors to the wellbeing of their community.
- Professional and collaborative in the workplace.

We believe that students in the post compulsory years should be treated as young adults and given opportunities to develop their independence in a supportive environment where they are nurtured and allowed time to mature and develop the personal attributes that will help them be successful in both their personal and professional lives. Our aim is for graduates to leave the College as mature, informed, resilient, independent and capable young adults as they make their transition from school to employment or further study.

The College believes that students will achieve more when their education is delivered through a model that is; relevant to their passion, applied, informed by industry and community expectations and delivered by a teacher that knows them well and differentiates their program accordingly.

The College programs attract a group of young people who want their education experience to be ‘real-life’ and authentic.

SEDA College is committed to Child Safety and the creation of an environment in which all young people feel safe, included and welcome. All staff have a responsibility to contribute to this environment and ensure that they interact with students in a manner that actively promotes the rights of young people. As part of induction staff are trained and informed of their obligations with respect to the safety of young people.

Position Overview

The Administration Officer will report to the HR Advisor and provide support for all HR processes. They will also work closely with the Office Administrator to provide administrative support for the College. This position is based at SEDA College’s head office in Camberwell.

Key Responsibilities

Accountabilities	Overview
Human Resources (HR) Administration	<ul style="list-style-type: none"> • Provide assistance to the school's HR Advisor. • Assist with well-being activities and social function organisation. • Maintain SEDA College’s organisation charts, staff contacts listing, and HR information on the College intranet. • Assist with recruitment, shortlisting, reference checking, national police checks, contracts of employment, onboarding and inductions as required. • Assist with arranging staff training as required. • Assist with preparations for payroll processing as required. • Assist with off boarding of employees e.g. preparing and conducting exit checklists and exit interviews as required. • Assist with Workplace Gender Equality Agency (WGEA) reporting. • Assist with HR projects as required. • Ensure that all HR related paperwork is filed in a timely manner.
Occupational Health and Safety (OHS)	<ul style="list-style-type: none"> • Participate as a member of the OHS Committee. • Act as a First Aid Officer for the Head Office. • Act as Deputy Chief Warden for the Head Office. • Manage SEDA College’s evacuation and lockdown procedures.
Pre-Service Teacher Management	<ul style="list-style-type: none"> • Manage the coordination of Pre-service teachers (PST) to be mentored by SEDA College teachers. • Be the first point of contact for Universities and College staff. • Follow-up and coordinate the PST reports and then organise payment for mentors from the university.
General Administration	<ul style="list-style-type: none"> • Assist the team in drafting correspondence, fielding inquiries, preparing reports, and preparing presentations with a high degree of accuracy. • Fill in at reception as required. • Assist the Office Administrator with any student medical plans or structured workplace learning documentation when required. • Liaise with school staff in regard to support requirements.

Accountabilities	Overview
Associated Duties	<ul style="list-style-type: none"> • Undertake other duties which are appropriate to the level of the position, as directed by the HR Advisor or Director of Business Services. • Activities as per annual Performance Development and Review plan. • Act in accordance with SEDA College’s values and policies and procedures including all Child Safety and Mandatory reporting requirements. • Cooperate with all health and safety policies and procedures and take all reasonable care for their own and others health and safety. • Maintain a valid Working With Children check.

Key Selection Criteria
<p>Skills and Experience</p> <ul style="list-style-type: none"> • Experience or a strong interest in human resources at an administrative level. • Excellent communication skills, both written and verbal. • Strong administrative skills with an excellent attention to detail. • Proven ability to adapt and manage competing priorities. • Capacity to work independently with minimal direction and collaboratively in a team environment. • Ability to work proactively. <p>Qualifications</p> <p>Mandatory</p> <ul style="list-style-type: none"> • A relevant tertiary qualification and/or experience in human resources would be desirable. • A valid Working with Children Check. • Current Driver’s License. <p>Desirable</p> <ul style="list-style-type: none"> • Knowledge of the independent education sector would be highly regarded. • A high level of understanding of Microsoft Office products is desired. • Experience working with Education Management Systems, ideally Schoolbox and Synergetic.
<p>A six-month probation period applies to all positions of more than 6 months.</p>

The list of responsibilities herein is not intended to be all-inclusive and may include additional responsibilities as required and assigned. It may become necessary to modify/change these position responsibilities from time to time.

Position Description Acceptance

I _____ (Incumbent Name) have read and, understood the above Position Description and agree to carry out the duties listed in my position description.

Signed Date .../...../.....