



RTO Administration Officer

Parade College is a leading Catholic Boys' Secondary School located in Melbourne. Parade College is a member of the national body of Catholic schools known as Edmund Rice Education Australia (EREA). The College aims to help young men grow into well-rounded individuals who will make a meaningful contribution to society. In a vibrant learning community, students are encouraged to explore and develop their talents to the fullest and aim for excellence in all their endeavours.

As a long-standing Catholic school for boys in the Edmund Rice tradition, Parade College strives to be a learning community that offers best practice education and pastoral care to its students to foster fullness of life and holistic growth for all.

Parade College is the oldest Edmund Rice School in Australia, dating back to 1871, and has a proud history of excellence in the education and pastoral care of young men. Parade offers a multitude of curriculum options for boys whatever their interest may be; from academic, sporting, music, visual arts and trade options.

The professional environment for staff at Parade College emphasises innovation, the importance of lifelong learning and quality relationships between staff, students and the College community.

The Positions

Parade College is a Registered Training Organisation (RTO) that was established in 2013 in accordance with the VET Quality Framework and the requirements of the Australian Skills Quality Authority. The College provides pre-apprenticeship and VET training to students in years 10, 11 and 12 who are intending on pursuing post-secondary studies either at TAFE or university; apprenticeships, or employment. The College offers a range of vocational courses to both internal and external secondary students. Our courses are delivered by fully accredited trainers whose industry based knowledge and skills remain relevant and current.

The Administration function of the RTO provides quality and professional services and support across a range of administrative duties to ensure the effective daily functioning of the department. The role of the Administration Assistant, RTO is to provide direct support to the RTO Chief Executive Officer and ensure that the RTO Office is a supportive, effective and efficient environment for students and teachers.

Applications are invited for **two exciting opportunities** within the College RTO Administration team focusing on **Student Enrolments** or **Reporting and Assessment Systems**.

Both positions are full-time ongoing positions, attracting seven weeks' school holidays. The positions are classified as Education Support Employee Level 2 positions attracting an annual salary within the range \$57,847 to \$66,078 per annum plus superannuation.

The ideal candidate will have:

- Demonstrated understanding and commitment to child safety.
- Student record administration including data integrity and data entry using JobReady, VETtrack or similar online platforms.
- Experience within a vocational education or educational environment, with a sound understanding of ASQA guidelines, an advantage.

- Well-developed interpersonal and organisation skills, with an ability to liaise with students and a variety of internal and external stakeholders.
- Proven ability to work effectively, independently and collaboratively, as part of a team.
- High level of attention to detail and an understanding of the importance of compliance with policy and legislation.
- A demonstrated ability to self-motivate and work autonomously under minimal supervision.
- Proven ability to multi-task and work well under pressure.
- Intermediate computer skills and experience, including Microsoft Office suite and data entry.
- Currently possess, or willing to obtain, a Working with Children Check and workplace First Aid Training.

Extensive training will be provided to the successful candidate as well as the opportunity to undertake further training.

All Staff are expected to support and participate in the faith life of the College including commitment to the College Mission, ethos, and participate in ongoing professional development and learning.

Working at Parade College:

- Working within and around outstanding, grounds and facilities;
- Working with a collegial staff group;
- Onsite allocated car park space;
- Pay and conditions set by a state-wide enterprise agreement, and
- The satisfaction of contributing to the educational development of our young people.

Application Requirements

Please visit our website for full details, including the position description and the required application form, under School - Employment: www.parade.vic.edu.au/Employment.aspx.

In preparing an application, please read the advertisement and position description carefully to ensure that you can demonstrate your ability to meet the position requirements and have a solid understanding of the role.

Applications must include:

- a **covering letter**
- a separate statement addressing the **Key Selection Criteria** addressing your skills, qualifications and experience relevant to the role
- a current **Curriculum Vitae**; together with
- a completed **Application for School Officer** form available on the College website.

Applications should be emailed to hr@parade.vic.edu.au, and addressed to the Principal.

Applications close at 4pm, Friday 16 September 2022. *(please note that interviews may be held during the application period)*

Parade College acknowledges Aboriginal and Torres Strait Islander peoples as the traditional custodians of the lands where we live, learn and work.

This community is committed to the safety, wellbeing and protection of all children in our care.



PARADE COLLEGE

POSITION DESCRIPTION

Position Title	Administrative Assistant, RTO
Reports To	Principal, Executive Officer, RTO

PRIMARY PURPOSE OF POSITION

Parade College is a Catholic boys' secondary school with campuses at Bundoora and Preston. It is the oldest Edmund Rice School in Australia, dating back to 1871, and has a proud history of excellence in the education and pastoral care of young men. Parade offers a multitude of curriculum options for boys whatever their interest may be; from academic, sporting, music, visual arts and trade options.

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STATEMENT OF DUTIES

Student Enrolments Position	<p>Manage Student Enrolments in the RTO, including:</p> <ul style="list-style-type: none"> • data entry, maintenance and extraction of student enrolment information • liaison with relevant College staff ensuring enrolment, class list and commencement details confirmed for RTO students • Set up of enrolment, certificates and Units of Competency • modify reports • manage compliance and record keeping requirements of RTO student information • liaison with schools of external students regarding non-attendance
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Reporting and Assessment Systems Administration Position	<p>Administer the Reporting and Assessment system, including:</p> <ul style="list-style-type: none"> • Ensuring student reporting and assessment information is entered into RTO systems accurately and on a timely basis (JobReady, Skills Victoria Training System) • Liaising with the IT team and senior data management staff regarding optimal use of JobReady and the Skills Victoria Training System (STVS). • Data entry and data extraction • Emailing second and third year students' teaching staff of previous results • Ensuring that VASS distribution sheets are provided to staff • Providing results to the VASS Coordinator • Set up of enrolment, certificates and Units of Competency • Issuing certificates and SOA within 30 days of last assessment to students.
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	<ul style="list-style-type: none"> • Student training contracts prepared and maintenance for STVS. • Ensuring previous year student results are distributed as required. • Modify reports • Coordinating process for associated documentation for student assessment. • Training of staff in the use of the JobReady, STVS and VASS systems. • Reviewing training practices/trainer work for data entry of STVS, JobReady and VASS.
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Support to Executive Officer, RTO	<p>Provide secretarial and administrative support for the Executive Officer, RTO, including:</p> <ul style="list-style-type: none"> • maintaining compliance (including ASQA, STVS) • maintaining filing • assisting with creation of curriculum files, files audit and validation register • staff files update • Victorian Assessment Software System (VASS) and reports assistance. • Attending RTO Information Nights.
General Administration Support	<p>Managing timelines for key RTO administrative functions including:</p> <ul style="list-style-type: none"> • reporting • learning awards • subject selection. <p>Providing support including:</p> <ul style="list-style-type: none"> • preparation of documents and the maintenance and update of information utilising Microsoft Office packages: Microsoft Word and Microsoft Excel. • Assessment follow up with staff • Cover for other RTO Administration staff. <p>Support the College backup First Aid Roster.</p> <p>Other duties as required by the Principal.</p>
Professional Practice	<ul style="list-style-type: none"> • Identification of efficiencies and innovative practice for all administrative support services. • Attendance at training programs, as required. • Attendance at RTO, office administration and whole staff meetings, as required. • Participation in annual performance reviews.

KEY PERFORMANCE INDICATORS	
	<ul style="list-style-type: none"> • Satisfaction of service levels of the administration function within the RTO, through feedback from the Executive Officer, Teaching staff, external organisations, and students. • RTO compliance with Standards and National Code. • Filing is up to date and accurate. • Data entry is accurate and up to date. • Certificates, statements of attainment are available for collection when required.

POSITION REQUIREMENTS	
Qualities	<ul style="list-style-type: none"> • Excellent customer service skills. • Excellent organisational skills. • Enjoys learning and working with databases and Microsoft Office. • Excellent communication skills with a range of stakeholders. • An ability to relate with secondary school staff and students. • An ability to follow up documentation with staff and students, as required. • Enthusiastic and committed team member.
Child Safety	<ul style="list-style-type: none"> • Be a suitable person to engage in child-connected work. • Be experienced in working with children.

	<ul style="list-style-type: none"> • A demonstrated understanding of child safety. • A demonstrated understanding of appropriate behaviours when engaging with children. • A sound knowledge of legal obligations relating to child safety under Ministerial Order No. 870 Child Safe Standards. • A working familiarity with Child Safe requirements and expectations of CEM PROTECT, VIT, EREA and VRQA. • A demonstrated understanding of and commitment to Child Safety protocols, codes of conduct and to ensuring Parade College is a Child Safe School.
Selection Criteria	<p>Applicants should be able to demonstrate:</p> <ol style="list-style-type: none"> 1. Support and participation in the faith life of Parade College including commitment to the Mission Statement, ethos of the College, Charter of Edmund Rice Education Australia and personal faith formation. 2. Demonstrated experience working effectively within an office administration environment. Experience within a vocational education or educational environment would be an advantage. 3. Demonstrated high level of attention to detail and an understanding of the importance of compliance with policy and legislation; 4. Well-developed interpersonal skills including organisation and communication, with the proven ability to work effectively, independently and collaboratively, as part of a team. 5. A demonstrated ability to self-motivate and work autonomously under minimal supervision, with a proven ability to work within a team environment. 6. Intermediate computer skills and experience, including Microsoft Office suite and data entry. 7. Commitment to ongoing professional learning.

TERMS AND CONDITIONS	
<ul style="list-style-type: none"> • Terms and conditions for this position are as outlined in the <i>Victorian Catholic Education Multi Enterprise Agreement 2018</i> for Education Support Employees, Level 2. Salary is set out in the Agreement according to years of experience and qualifications. • This position is a Category C position attracting seven weeks' holidays as provided in the VCEMEA. • This is a full-time position. • The position reports to the Executive Officer, RTO. • The successful applicant would require a commitment to ongoing professional learning. The position requires the completion of an Annual Review Meeting. • All employees at Parade College are to follow College policies and procedures, including the Occupational Health and Safety Act 2004 and Equal Opportunity Act. • Parade College is fully committed to the protection of children. The successful applicant will be expected to satisfy child protection screening and adhere to the School's Childs Protection Policies. 	