

Position description

Position title:	Schools Services Officer
School/Section/VCO:	Academic Services and Support Directorate
Campus:	Mt Helen Campus. Travel between campuses will be required.
Classification:	Within the HEW Level 5 range
Employment mode:	Fixed-term appointment
Probationary period:	This appointment is offered subject to the successful completion of a probationary period.
Time fraction:	Part-time
Recruitment number:	849030
Further information from:	Ms Bec Davis, Coordinator Schools Services Academic Services and Support Directorate Telephone: (03) 5327 9353 Email: r.davis@federation.edu.au
Position description approved by:	Ms Danielle Wood, Manager (Schools Services), Academic Services and Support Directorate

This position description is agreed to by:

Employee name

Signature

Date

The University reserves the right to invite applications and to make no appointment.

Warning: uncontrolled when printed.

Authorised by: Director, Human Resources
Document owner: Manager, HR Shared Services

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Position summary

The School Services Officer will be responsible for the provision of financial and administrative functions of the School. The position will be required to support the human resources (HR) and financial functions of the School. The position will also support various School functions, engagement and promotional activities.

Key responsibilities

1. Provide comprehensive administrative support to the School by collating and documenting information relating to Schools Services processes, identifying and make recommendations for system and process improvements, to improve services and gain efficiencies.
2. If required during staff leave periods, undertake the role of Executive Officer to designated School committees by developing schedules, preparing discussion papers, preparing and distributing agendas, taking and finalising minutes and following up on action items arising from the meetings.
3. Respond to enquiries and provide advice to staff, students and visitors (face-to-face and telephone) on Schools Services processes and School and University policies, procedures and guidelines.
4. Provide administrative support and assist Deputy Heads with workload allocations in the Staff Workload Planner system.
5. Organise and process sessional and casual staff contracts, including the monitoring of contracts against budget and act as a point of contact and follow up on queries and organise appropriate authorisations in a timely manner.
6. Organise induction of new staff to the School by arranging resources and space for staff and providing advice and assistance on School policies, procedures and processes.
7. Provide support to the Coordinator, Schools Services as required and contribute to the processing of financial transactions including purchasing, invoicing and journals, and act as a point of contact for finance queries.
8. Work collaboratively with the Coordinator, Schools Services to organise engagement activities such as conferences, events, seminars and School professional development activities.
9. Other duties as directed by the Coordinator, Schools Services as required.
10. Reflect and embed the University's Principles, Objectives and Strategic Priorities when exercising the responsibilities of this position. For a more complete understanding and further information please access the Strategic Plan at: <https://federation.edu.au/about-us/our-university/strategic-plan>.
11. Undertake the responsibilities of the position adhering to:
 - The Staff and Child Safe Codes of Conduct and Conflict of Interest Policy and Procedure;
 - Equal Opportunity and anti-discrimination legislation and requirements;
 - the requirements for the inclusion of people with disabilities in work and study;
 - Occupational Health and Safety (OH&S) legislation and requirements; and
 - Public Records Office of Victoria (PROV) legislation.

Level of supervision and responsibility

The Schools Services Officer works under general direction from the Coordinator, Schools Services and contributes to the provision of administrative services to support School operations. The position is part of the Academic Services and Support Directorate.

The School Services Officer is responsible for providing advice to staff on the interpretation of policies and ensure consistent application thereof. The position will also contribute to the School's operational requirements and priorities by providing quality administrative support.

Training and qualifications

Completion of a degree without subsequent relevant work experience, or completion of an advanced diploma qualification and at least one years subsequent relevant work experience, or completion of a diploma qualification and at least two years subsequent relevant work experience, or completion of a Certificate IV and extensive relevant work experience, or an equivalent combination of relevant experience and/or education/training.

Position/Organisational relationships

The School Services Officers reports to the Coordinator, School Services and works collaboratively with staff in the School and across the University to provide consistent, quality administrative services to the School.

Key selection criteria

Applicants must demonstrate they are able to undertake the inherent responsibilities of the position as contained in the position description and are able to meet the following Key Selection Criteria:

1. Completion of a degree without subsequent relevant work experience, or completion of an advanced diploma qualification and at least one years' subsequent relevant work experience, or completion of a diploma qualification and at least two years subsequent relevant work experience, or completion of a Certificate IV and extensive relevant work experience, or an equivalent combination of relevant experience and/or education/training.
2. Demonstrated experience in providing administrative support to a diverse range of activities within a tertiary education environment.
3. Demonstrated ability to plan, organise and priorities work in an environment with multiple and conflicting demands and meet deadlines.
4. Demonstrated interpersonal and communication skills, including the ability to liaise with a diverse range of people and to deliver customer service.
5. Demonstrated ability to work independently, as well as part of a team.
6. Demonstrated experience in servicing a range of committees, including the demonstrated ability to take minutes and prepare agendas and reports.
7. Demonstrated experience in processing financial transactions and HR transactions.
8. Demonstrated alignment withy the University's commitment to child safety.
9. Demonstrated word processing and software package skills, in particular MS Word. Excel, PowerPoint and e-mail, as well as the demonstrated ability to use relevant IT applications.
10. Demonstrated alignment with the University's commitment to child safety.