

Position Description



Position title:	Senior Scholarships and Grants Officer
School/Directorate/VCO:	Student Experience and Administrative Services (SEAS) Directorate
Campus:	Mt Helen Campus. Travel between campuses may be required.
Classification:	Within the HEW Level 6 range
Time fraction:	Full-time
Employment mode:	Continuing employment
Probationary period:	This appointment is offered subject to the successful completion of a probationary period.
Further information from:	Ms Hannah Liston, Coordinator, Selection and Scholarships Telephone: 0353276400 Email: h.liston@federation.edu.au
Recruitment number:	850716

Background

At Federation University, we are driven to make a real difference to the lives of every student, and to the communities we serve.

We are one of Australia's oldest universities, known today for our modern approach to teaching and learning. For 150 years, we have been reaching out to new communities, steadily building a generation of independent thinkers united in the knowledge that they are greater together.

Across our university and TAFE campuses in Ballarat, Berwick, Brisbane, Gippsland, and the Wimmera, we deliver world-class education and facilities. With the largest network of campuses across Victoria, as well as a growing Brisbane base, we are uniquely positioned to provide pathways from vocational education and skills training at Federation TAFE through to higher education.

Directorate

The Student Experience and Administration Services (SEAS) Directorate is led by the Dean of Students and Registrar and is part of the Deputy Vice-Chancellor Academic portfolio. The Directorate oversees the provision of services across the whole student lifecycle from inquiry to graduation. It includes student engagement, employability, equity, wellbeing, student advocacy, learning and academic skills, as well as student administration services, and contact centres. The Directorate works collaboratively across the University and has close links with external stakeholders including employers, industry groups and the community.

SEAS was founded on a vision informed by sector best practice and service excellence and is driven by the University's strategic goals. Its collective focus is to support and engage effectively with learners and prospective learners across their student journey. We strive to help our graduates to value life-long learning, achieve fulfilling careers and lives, and contribute to their communities. We provide personalised face-to-face and online services to meet individual needs, take a whole-of-person approach to supporting our students, and provide programs that equip graduates with essential skills to thrive in life after university.

Position summary

The Senior Scholarships and Grants Officer is responsible for the provision and administration of scholarships and grants to eligible students by enacting the Scholarships and Grants policy and procedure.

The Senior Scholarships and Grants Officer is a member of the team and provides practice leadership and deep subject matter experience in all aspects of scholarship and grants administration. This includes handling student queries, applications for and administering offers of scholarships and grants and all matters relating to the team's core business of supporting students to benefit from an education at Federation University.

Key responsibilities

1. Coordinate and provide expert advice to the scholarships and grants administrative processes and procedures to:
 - standardise applications and the application process for most scholarships and grants;
 - administer equity Scholarships and Grants across the University;
 - administer research scholarships to meet stakeholder standards and requirements.
 - monitor the enrolment status and other eligibility criteria status of scholarship and grant recipients to ensure ongoing eligibility.
 - produce routine reports on scholarship recipients for selection, payment, and assessment purposes; and
 - prepare regular and ad hoc payments and reports for the timely dissemination of scholarships and grants to students.
2. Oversee the collection and entry of student records into the student information management system to meet University and Department of Education and Research Services requirements. This includes ensuring the HESA, ESOS and Commonwealth Scholarship guidelines are met.
3. Oversee tasks relating to the payment of scholarships and grants, including eligibility checks, and provide accurate and timely reports to meet university and external donor requirements.
4. Monitor and update the Scholarship Management System to ensure scholarship applications are managed efficiently and accurately.
5. Ensure that ethical and professional standards are maintained. These standards are set out in the Federation University Australia Scholarships and Grants Policy and Procedure and by relevant professional authorities.
6. Support a positive and professional work environment supervising the Scholarship and Grants Officers to foster innovation, teamwork, high achievement, continuous improvement, and job satisfaction.
7. Collate data and prepare reports. Actively contribute to innovation and continuous improvement of practices and processes based on analysis and feedback working collaboratively with stakeholders to ensure that they are meaningfully able to inform business improvements.
8. Reflect and embed the University's strategic purpose, priorities and goals 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>.
9. 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 Senior Scholarships and Grants Officer works under the broad direction of the Coordinator, Selection and Scholarships; however, there is an expectation that the Senior Scholarships and Grants Officer have a level of independence and exercise judgement in that they undertake their vocational functions independently. This includes the ability to make ethical, appropriate, and autonomous decisions regarding the approval of student scholarships and grants and referring the client to appropriate internal or external service providers.

The Senior Scholarships and Grants Officer may be required to provide supervision of the Scholarships and Grants Officers. The Senior Scholarships and Grants Officer is responsible for providing practice leadership and oversight to ensure the team environment fosters innovation, team-work and continuous improvement.

Training and qualifications

Completion of a degree with subsequent relevant experience; or extensive experience and specialist expertise or broad knowledge in the scholarships and grants field: or an equivalent combination of relevant experience and/or education/training.

A Current Covid-19 vaccination certificate.

All University positions delivering education and/or services to children (a child for this purpose is someone below the age of 18 years) must hold a valid Working with Children Check (WWCC) or hold a current registration with the Victorian Institute of Teaching (VIT).

Position and Organisational relationships

The Senior Scholarships and Grants Officer works under the broad direction of the Coordinator, Selection and Scholarships. The Scholarships and Grants team is located within Student Administration, which sits within the Student Experience and Administration Services (SEAS) Directorate.

The Senior Scholarships and Grants Officer will also have close working relationships with the Finance Department, Foundation Scholarships Team, Centrelink, Department of Justice, and the Student Fees officers.

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 with subsequent relevant experience; or extensive experience and specialist expertise or broad knowledge in the scholarships and grants field: or an equivalent combination of relevant experience and/or education/training.
2. A Current Covid-19 vaccination certificate.
3. Demonstrated understanding of scholarships and grants policies and procedures and systems, such as Survey Monkey Apply, within a university setting (internal and external) with the ability to interpret change and implement within the University.
4. Demonstrated ability to research, analyse and interpret information and data, including summarizing and presenting information and statistical data.
5. Demonstrated ability to solve complex problems based on policies, procedures, and regulations, including the judgement to recognise problems that require escalation.
6. Demonstrated planning, organisational and prioritisation skills to coordinate and monitor compliance requirements.
7. Demonstrated ability to deliver critical outcomes within expected timelines.
8. Demonstrated ability to exercise initiative and work effectively, both independently and cooperatively as required.
9. Demonstrated communication and interpersonal skills, including the commitment to disseminate timely and accurate information and solutions to teams, colleagues, and clients, and to provide training as required.

10. Demonstrated working knowledge and application of the Child Safety Standards.
11. Demonstrated knowledge and application of appropriate behaviours when engaging with children, including children with a disability and from culturally and/or linguistically diverse backgrounds.

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

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.