

# Position description

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| <b>Position title:</b>                   | <b>Operations Officer, CLIPP</b>   |
| <b>School/Section/VCO:</b>               | <b>Centre for Learning Innovation and Professional Practice</b>  |
| <b>Campus:</b>                           | <b>Mt Helen Campus. Travel between campuses will be required.</b>  |
| <b>Classification:</b>                   | <b>Within the HEW Level 5 range</b>  |
| <b>Employment mode:</b>                  | <b>Continuing appointment</b>  |
| <b>Probationary period:</b>              | <b>This appointment is offered subject to the successful completion of a probationary period.</b>  |
| <b>Time fraction:</b>                    | <b>Full-time</b>   |
| <b>Recruitment number:</b>               | <b>848923</b>  |
| <b>Further information from:</b>         | <b>Associate Professor Nina Fotinatos, Director,<br/>Centre for Learning Innovation and Professional Practice<br/>Telephone: (03) 5327 9145<br/>E-mail: <a href="mailto:n.fotinatos@federation.edu.au">n.fotinatos@federation.edu.au</a></b> |
| <b>Position description approved by:</b> | <b>Associate Professor Nina Fotinatos, Director,<br/>Centre for Learning Innovation and Professional Practice</b>  |

**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

Original Issue: 01/11/2009  
Current Version: 01/06/2017

## Position summary

The Operations Officer, CLIPP is a leadership role within the Centre for Learning Innovation and Professional Practice (CLIPP) and is responsible for ensuring efficient management of all aspects of office management including financial administration, human resource and supervision of other administrative personnel, stakeholder communication, project management and reporting for providing comprehensive administrative support to the Director, Centre for Learning Innovation and Professional Practice.

The Operations Officer, CLIPP ensures accurate information flow between academic, teaching, administrative and general staff in the Higher Education and VET sectors and with external stakeholders of CLIPP and Federation University Australia.

The Operations Officer, CLIPP will supervise other administrative staff and ensure the efficient and confidential management of the Centre providing high-level comprehensive support.

## Key responsibilities

1. Contribute to the strategic development of the Centre by providing strong support to the Director and by contributing to the Centre's planning processes.
2. Provide a high level of budget management and ensure accurate internal and external recording and reporting of financial transactions.
3. Ensure the strategic management of internal systems of the Centre through leadership of all administrative processes.
4. Supervise the administrative staff and undertake performance reviews, set professional development goals, organise training and monitor staff workload and feedback.
5. Coordinate the development and promotion of grants, scholarships and awards.
6. Manage and coordinate the implementation of high quality focused outcomes for CLIPP events and professional development.
7. 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>.
8. 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 Operations Officer, CLIPP reports to the Director, Centre for Learning Innovation and Professional Practice and works within the broad direction of Managers within CLIPP and will be an active contributor to strategic decision-making within CLIPP and is responsible for the day-to-day operation of the Centre and supervision of the administrative team. They will lead the

administration procedures and policies while working closely with University portfolios to ensure accurate and informed outcomes.

## Training and qualifications

A degree with subsequent relevant experience; or extensive experience and management expertise in technical or administrative fields; or an equivalent combination of relevant experience and/or education/training.

## Position/Organisational relationships

The Operations Officer, CLIPP reports directly to and works closely with the Director, Centre for Learning Innovation and Professional Development. They work closely with the CLIPP senior team providing strategic advice on operational matters and will have frequent and direct communication with all central administrative service portfolios and other Schools within the VET and Higher Education divisions.

## 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. A degree with subsequent relevant experience; or extensive experience and management expertise in technical or administrative fields; or an equivalent combination of relevant experience and/or education/training.
2. Demonstrated understanding of educational environments and issues in relation to learning and teaching quality assurance domains. Knowledge of Higher Education and VET administrative systems and management will be highly regarded.
3. Demonstrated management and leadership skills including the ability to undertake operational and strategic planning.
4. Demonstrated methodical approach to project management and event management.
5. Demonstrated interpersonal and public relations skills as well as demonstrated commitment to customer service.
6. Demonstrated organisation and administrative skills including a demonstrated ability to develop and implement administrative processes and managing multiple tasks within tight timelines.
7. Demonstrated ability to manage and develop staff and provide leadership to support staff in achieving quality, timely and high quality outcomes.
8. Demonstrated alignment with the University's commitment to child safety.

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.