

## Position Description



Position title:	Administrative Assistant (Indigenous Traineeship)
School/Directorate/VCO:	Federation TAFE
Campus:	SMB Campus. Travel between campuses may be required.
Classification:	National Training Wages plus superannuation
Time fraction:	Full-time
Employment mode:	Fixed-term employment
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Recruitment number:	851447

### Position summary

The Administrative Assistant (Indigenous Traineeship) will be required to assist and support the Office of the Pro Vice-Chancellor, Vocational Education and Training in providing a range of administrative functions supporting the Executive team at Federation TAFE.

**In accordance with the University's Aboriginal and Torres Strait Islander peoples' Workforce Strategy, Policy and Procedure; and under Special Measures Section 12 of the Equal Opportunity Act 2010; the University has designated this position as a targeted Aboriginal and Torres Strait Islander Peoples' position.**

**Only Aboriginal and Torres Strait Islander People can apply.**

### Portfolio

Federation TAFE is home to vocational education and training delivered by Federation University Australia and offers a broad range of quality education and training programs, reflecting state and national priorities that address the training needs of individuals and industry.

## 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.

To be successful at Federation University you must be willing to enthusiastically embrace the university's ambition as expressed in the 2021 - 2025 University Strategic Plan and share the University's values of:

**INCLUSION**, we celebrate our diversity, particularly valuing Aboriginal and Torres Strait Islander cultural heritage, knowledge and perspectives.

**INNOVATION**, we are agile and responsive to emerging opportunities.

**EXCELLENCE**, we act with integrity and take responsibility for achieving high standards.

**EMPOWERMENT**, we create a supportive environment to take informed risks in pursuit of success.

**COLLABORATION**, we establish genuine partnerships built on shared goals.

## Key responsibilities

1. Provide administrative support including diary and email management to the Director, Skills and Education Delivery and the Director, Learner Experience and Excellence.
2. Assist the Office of the Pro Vice-Chancellor team with general enquiries, ensuring prompt and accurate information is provided to Managers and Staff.
3. Assist with the provision of administrative support including taking minutes/notes and coordinating meetings and workshop bookings.
4. Support the coordination of TAFE-wide events, including Professional Development week, TAFE Awards for Excellence.
5. Support the administration and development of Federation TAFE's Sharepoint site.
6. Support the administration and coordination for projects from time to time as directed by their line manager.
7. Reflect and embed the University's strategic plan, and operational purpose, priorities, and goals.
8. Undertaking the responsibilities of the position adhering to:
  - the Staff Code of Conduct, Child Safe Code 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

Administrative Assistant (Indigenous Traineeship) will work under the direct supervision of the Manager, Office of the Pro Vice-Chancellor, Vocational Education and Training

Working within existing processes and procedures the Administrative Assistant (Indigenous Traineeship) will be able to bring their problem-solving skills, ability to prioritise tasks and initiative when escalating matters to their supervisor.

Administrative Assistant (Indigenous Traineeship) is required to develop a sound understanding of Federation TAFE and general administrative activities and a general knowledge of Federation TAFE policies and procedures and how they interact with other related processes of the University.

Administrative Assistant (Indigenous Traineeship) will deal with a wide range of enquiries and administrative tasks within a structured and supervised framework requiring timeliness, accuracy and attention to detail while maintaining confidentiality.

## Position and Organisational relationships

Administrative Assistant (Indigenous Traineeship) will report directly the Manager, Office of the Pro Vice-Chancellor, Vocational Education and Training and work collaboratively with the Office of the Pro Vice-Chancellor team, Executive and PVC Leadership teams. The position will deliver quality customer service including regular liaison with all teams of the University.

## 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:

### Training and qualifications

1. No formal qualification/s or work experience is required, customer service experience will be highly regarded.
2. Commitment to undertake structured job training and complete an accredited Certificate III or IV in Business (Office Administration) during the term of the Traineeship.
3. Hold a valid Working with Children Check (WWCC) or hold a current registration with the Victorian Institute of Teaching (VIT).

### Experience, knowledge and attributes

4. Demonstrated interest in administrative duties together with an awareness of the importance of customer service skills.
5. Demonstrated interpersonal and communication skills and the capacity to work with others in a team environment to achieve outcomes.
6. Demonstrated knowledge of some IT software application packages, specifically MS Word, Excel and use of email.
7. Demonstrated time management and organisational skills, and the ability to complete tasks in a timely manner.
8. Demonstrated ability to use initiative, accept responsibility and maintain confidentiality.
9. A willingness to promote Federation University Australia positively.
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*