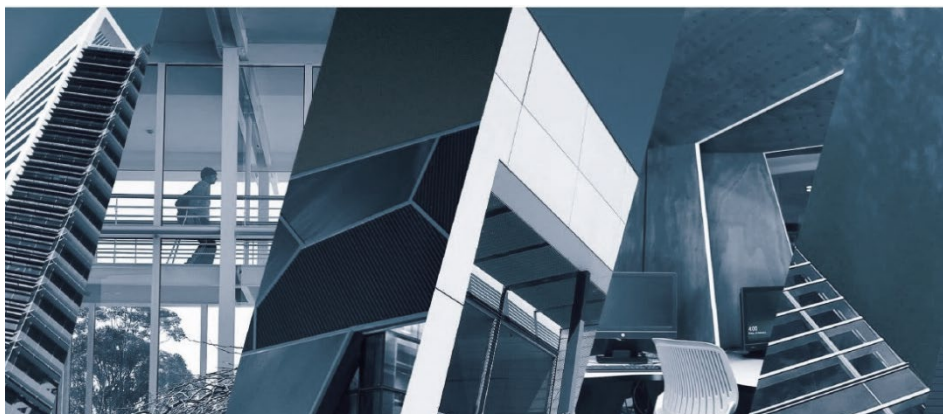


Position Description



Position title:	Scholarships and Grants Officer
School/Directorate/VCO:	Student Experience and Administration Services
Campus:	Mt Helen Campus. Travel between campuses may be required.
Classification:	Within the HEW Level 5 range
Time fraction:	Part-time
Employment mode:	Fixed-term employment
Further information from:	Courtney Raynes, Coordinator, Selection and Scholarships Telephone: (03) 5122 6122 Email: c.raynes@federation.edu.au
Recruitment number:	852075

Position summary

The Scholarships and Grants Officer is responsible for the development, management and administration of a variety of welfare and merit-based Scholarships and Grants offered by the University.

The Scholarships and Grants office is also responsible for providing a central point of accurate information for prospective and current students on Scholarships in general at the University.

Travel between campuses and to various University events may be required.

Portfolio

The Student Experience and Administration Services (SEAS) Directorate is focused on providing the best quality engaging student services for all students at Federation University. The Directorate oversees the provision of services across the whole student lifecycle from inquiry to graduation. It includes student engagement, employability, equity, wellbeing, learning and academic skills, as well as the service centres (Student HQ) and student administration services. The SEAS Directorate is led by the Dean of Students and Registrar and is part of the Learner Experience Office portfolio.

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 a comprehensive service to Federation University students and staff relating 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. Administer 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. Perform 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. 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.
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

The Scholarships and Grants Officer works under the general supervision and direction of the Coordinator, Selection and Scholarships. The Scholarships and Grants Officer will work as part of the Selection and Scholarships team in supporting and delivering initiatives across all campuses.

The Scholarships and Grants Officer is required to apply sound judgement when making decisions including the ability

to identify the need for referring, delegating, or escalating complex issues and prioritising competing demands. The position is also responsible for administering the day-to-day procedures, queries and requests from stakeholders within the scope of existing policies, procedures and guidelines

A good understanding of confidentiality as it pertains to sensitive, personal information and records are an important component of this position.

Position and Organisational relationships

The Scholarships and Grants Officer reports through to the Coordinator, Selection and Scholarships.

The position will establish contacts within the teaching and professional staff at each campus, to ensure that they are informed of services/events/initiatives and as a general contact for students for the purposes of Scholarships and Grants.

The position may additionally be expected to liaise with external funding organisations, including government departments as required.

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. Completion of:
 - degree without subsequent relevant work experience; or
 - completion of an advanced diploma qualification and at least one year's subsequent relevant work experience; or
 - completion of a diploma qualification and at least two years' subsequent relevant work experience; or
 - or an equivalent combination of relevant experience and/or education/training.
2. Hold a valid Working with Children Check (WWCC) or hold a current registration with the Victorian Institute of Teaching (VIT).

Experience, knowledge and attributes

3. Demonstrated interpersonal and communication skills, including the ability to liaise with a diverse range of people and organisations.
4. Demonstrated experience and understanding of the administrative requirements for scholarships or student-related support activities within a tertiary environment.
5. Demonstrated customer service skills, including the ability to deal sensitively with students who may be distressed or dissatisfied.
6. Demonstrated ability to effectively present information on services to diverse audiences.
7. Demonstrated administrative project experience in reviewing current processes and procedures with a view to providing advice and recommendations for improved service delivery.
8. Demonstrated ability to exercise initiative and complex problem-solving skills.
9. Demonstrated ability to work as part of a team in a fast-paced and fast-changing environment.
10. Demonstrated knowledge of financial systems, data management and database development with the ability to use a wide variety of computer packages and web application functions.
11. Demonstrated working knowledge and application of the Child Safety Standards.
12. 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.