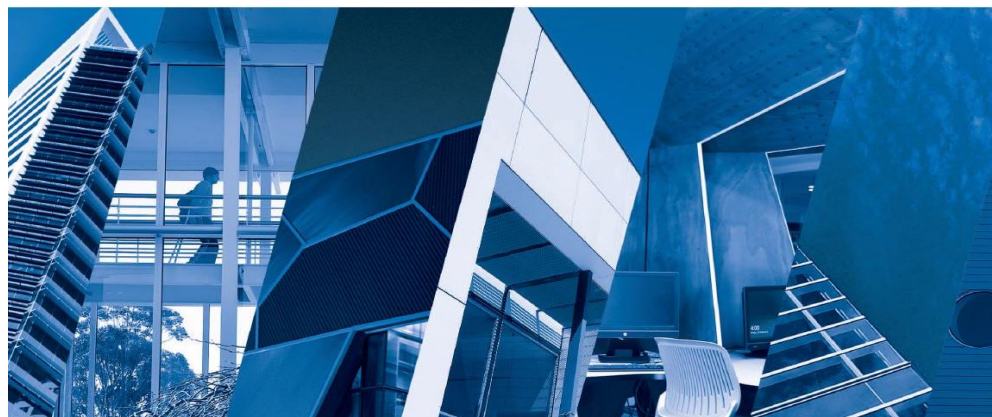


Position Description



Position title:	Coordinator, Registrar Services
School/Section/VCO:	Registrar Services, University Registrar's Directorate
Campus:	Mt Helen Campus. Travel between campuses may be required.
Classification:	Within the HEW Level 7 range
Time fraction:	Full-time
Employment mode:	Fixed-term employment
Probationary period:	This appointment is offered subject to the successful completion of a probationary period.
Further information from:	Sharon Austin Manager, Registrar Services Telephone: (03) 5327 8108 E-mail: s.austin@federation.edu.au
Recruitment number:	849482

Background

Registrar Services is responsible for program management, completions, graduations and providing records management advice and support to the University in managing electronic and physical records to ensure compliance with Public Record Office Victoria (PROV) standards and other legislation.

Position summary

The role of the Coordinator, Registrar Services is responsible for maintaining and continuously developing the University archives management program to effectively meet legislative requirements.

The Coordinator, Registrar Services is also responsible for the oversight of mail delivery services on the Ballarat Campuses and the Australia Post accounts across all University campuses.

Position Description

Coordinator, Registrar Services

Key responsibilities

1. Oversee the university-wide records and archives management program to ensure effective efficient and compliant practices. This includes inactive central record archives, offsite archive storage facilities management and retention/destruction of records.
2. Provide innovative and expert advice in relation to records management best practice and continuous improvement to Schools, Directorates and VCO. Providing training and awareness to operational areas on their records management responsibilities.
3. Develop and maintain an effective digitalisation strategy for University records in collaboration with ITS and other stakeholders.
4. Develop and maintain policy and procedures in relation to the implementation of the record management system, Records365.
5. Provide expert advice, informing the ITS project team on the implementation of Records365 and the phasing out of the University's current record management system, ECM.
6. Manage the maintenance and updating of the retention schedules in the University's records management system.
7. Lead projects in collaboration with other Coordinators within Registrar Services, as identified by the Manager, Registrar Services. Tasks include the management of compliance, development of documentation of business processes and liaising with ITS for system requirements. Initial projects identified include early exits, credit transfers, My eQuals additional functionality.
8. Develop effective working relationships with other Coordinators within Registrar Service and provide support and expert advice on the review and creation of business processes.
9. 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>.
10. 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 responsibility

The Coordinator, Registrar Services works under the broad direction of the Manager, Registrar Services and is responsible for providing expert advice, making recommendations and implementing procedures/processes ensuring staff adhere to policies and procedures of the university and external bodies.

The Coordinator, Registrar Services will supervise and provide support to the Central Records and Mailroom Coordinator.

The Coordinator, Registrar Services is required to use a body of technical knowledge and innovative practices

Position Description

Coordinator, Registrar Services

Training and qualifications

The Coordinator Registrar Services position will require the completion of a degree with at least four years subsequent relevant work experience; or extensive relevant work experience and management expertise; or an equivalent combination of relevant experience.

Position/Organisational relationships

The Coordinator, Registrar Services will create and foster relationships across all Schools, Directorates and VCO. The position is expected to work collaboratively with stakeholders to coordinate an effective strategy for engaging and building and maintaining mutually beneficial and collaborative relationships.

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 at least four years subsequent relevant work experience; or extensive relevant work experience and management expertise; or an equivalent combination of relevant experience and/or education/training.
2. Demonstrated knowledge and application of records and archives management legislative frameworks and use of electronic document and records management systems.
3. Proven capacity to develop and implement strategy to achieve defined outcomes.
4. Highly developed problem-solving skills, the ability to work independently on tasks/projects and collaboratively within a team environment and the ability to develop and maintain effective working relationships with key stakeholders.
5. Highly developed organisational skills, including the ability to manage multiple complex tasks with competing deadlines and project management experience.
6. 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.

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