



## **ESO | Reception & Administration Officer (Operations)**

### **Position Information Document**

#### **Reception & Administration Officer (Operations)**

Grade	ESO Grade 3 (Administration Stream)
Employment	Fix Term Contract <ul style="list-style-type: none"><li>• Commencing ASAP – Conclude on Friday 13th December 2024   Full-time</li><li>• Resume 13th January 2025 – Concluding 2nd May 2025   Part-time (3 days per week)</li></ul>
Responsible to	Senior Project Officer (Operations)

#### **Context**

As a Catholic school in the Mercy tradition and inspired by the Gospels, we work in partnership with families enabling students to flourish in all aspects of their humanity and thus contribute to a better and more peaceful world.

It is our vision to be a sustainable, internationally minded world-class school, providing a holistic educational experience for our students within a unique culture and community where we honour our Catholic traditions and live the Mercy Keys of Compassion, Loyalty, Justice, Integrity, Responsibility and Mutual Respect in our daily interactions and strategic decisions.

#### **Role Purpose**

The Reception and Administration Officer (Operations) role is to provide administrative, operational and project assistance to the Senior Project Officer (Operations), the Chief Operating Officer and the broader Business Services function with projects being undertaken.

#### **Key Working Relationships**

- Senior Project Officer (Operations)
- Chief Operating Officer
- Finance Team members
- Property and Services Manager
- Independent Contractors

#### **Key Responsibilities/Duties**

The Reception and Administration Officer (Operations) will:

- Deliver administrative support to the Senior Project Officer and Chief Operating Officer in an efficient manner by the timely handling of correspondence, calendar bookings, filing and extraction of appropriate correspondence and files with regards to current projects
- Receive incoming phone calls for the Chief Operating Officer. Refer to other parties as required or to the Chief Operating Officer where necessary, providing files and resources to support the Chief Operating Officers response
- Prepare and distribute all associated papers prior to and after various meetings as required



- Preparation of reports based on details extracted from files, agendas, meeting minutes, and letters
- Coordinate projects at the direction of the Senior Project Officer or Chief Operating Officer. This may include being the key point of contact for the initiative, researching and reporting, following up with stakeholders, liaison with external suppliers or agencies, presenting to relevant stakeholders and roll out as required
- Assist in the management and coordination of key Mercedes College operations by liaison with College staff, vendors and executive management. This may involve being the key point of contact for specific operational activities
- Provide comprehensive clerical and administrative support to internal stakeholders, including teachers and leadership, under the direction of the Administration Team Leader
- Assist in the development of College wide policies and procedures
- Assist with the provision of the police check processes for the College as a trained NAP (Nominated Authorising Person)
- Assist with the monitoring and reporting of performance against plans and KPI's.
- Assist with the monitoring of the allocation of keys to staff and external contractors of the College.

### Person specification, Qualification and Experience

The Reception and Administration Officer (Operations) will possess:

- A Certificate IV or equivalent competencies identified in relevant certifications associated with business, administration or management
- Previous experience in a similar role is essential
- Demonstrated experience and skills in a broad range of administrative support tasks
- Proficiency in computing skills and good knowledge of Microsoft Office applications
- Excellent communication and teamwork skills to work collaboratively and flexibly with, and support and assist others
- Capacity to work under general supervision, take direction and act on it as well as utilize some discretion and judgement, as required
- The ability to problem-solve and take responsibility for own work outcomes to meet required standards
- Patience and flexibility to respond to needs as they occur with a range of situations and people
- Proven ability to use discretion, deal with sensitive information and situations in a professional and confidential manner
- Interact professionally and cooperatively with school staff as a positive team member and liaise effectively with other members of the school community, contractors and visitors
- Demonstrable reliability and flexibility with good organisational skills to prioritise tasks, meet deadlines and be accountable for own and service outcomes within scope of the position
- Contribute to and actively support the Catholic ethos of the school and be willing and available to participate in all aspects of school life
- A commitment to ongoing professional development and learning
- Current Working with Children Check (WWCC) in accordance with the Child Protection Policy of the South Australian Commission of Catholic Schools (SACCS)
- Current 'Responding to risk of harm, abuse and neglect' training
- Relevant First Aid certification (training will be provided as required)
- All College staff are required to adhere and assist in the maintenance of WH&S requirements as per Appendix A



### General Expectations

All staff members are expected to meet the obligations of their PID and Child Protection principles and policies.

### Conditions of Employment

Salary: In accordance with the 2020 Enterprise Agreement, in force or as varied or replaced from time to time.

Other: Out of school hours work may be required from time to time.

This Position Information Document (PID) indicates the general nature and level of work performed in this role and is not a comprehensive listing of all responsibilities, tasks and outcomes.

### Approval of Position Description

This Position Information Document (PID) accurately reflects the duties and skill requirements for the position and the document has been discussed with the incumbent.

Signed (Employee) \_\_\_\_\_ date / /20\_\_



## **APPENDIX A - Workplace Health Safety & Welfare**

### **Commitment**

- Supporting the development and maintenance of a best practice WH&S culture within your work area.
- Adhering to safe work practices.
- Encourage colleagues and others on the worksite to adhere to safe work practices.

### **Legal and Policy Requirements**

- Comply with all relevant policies and procedures.
- Improve systems of work and safe work practices.

### **Plans and Budgets**

- Implement relevant actions in WH&S plans as required by your supervisor or the Principal.

### **Performance and Training**

- Participate in relevant WH&S training programmes.
- Provide appropriate WH&S training for persons using designated areas.
- Include WH&S goals in your performance plans in consultation with your supervisor or the Principal.

### **Risk Management and Hazard Control**

- Report Hazards and unsafe work practices associated with the workplace to your supervisor or the Principal.
- Suggest improvements or recommend changes to avoid, eliminate or minimize workplace hazards.

### **Incident Reporting and Investigation**

- Report work related injuries and incidents in accord with the Catholic Church Safety Manual.
- Participate in the investigation of potential hazards, dangerous occurrences and near misses in accord with the Catholic Church Safety Manual.

### **Consultation**

- Raise WH&S issues with their work colleagues, supervisor or the WH&S committee and assist in their resolution.
- Regularly discuss WH&S issues with other staff at Staff Meetings.
- Regularly consult with colleagues on WH&S issues and actively participate in WH&S meetings if required.

### **Monitoring**

- Monitor and evaluate their WH&S performance.
- Monitor the health, safety and wellbeing of work colleagues, to ensure that they undertake their work safely.
- Participate in workplace WH&S inspections/audits and assist in the maintenance of WH&S facilities, resources, equipment and information.
- Monitor workplace WH&S performance and progress of the WH&S action plan for the site.