Role Description

Staff Services and Risk Administration Assistant

CLASSIFICATION:	TIME ALLOCATION:	REPORTS TO:
Education Support Officer Category B or C Level 2	0.6 FTE across 4-5 days	Deputy Principal Staff
DIRECT REPORTS:	Nil	
APPOINTMENT TERMS:		
Employment is in accordance with terms and conditions of Catholic Education Multi-Enterprise Agreement 2022: Diocese of Ballarat, Diocese of Sandhurst, Archdiocese of Melbourne and Lavalla Catholic College, Traralgon (CEMEA 2022). Remuneration in accordance with CEMEA 2022		

POSITION PURPOSE

The Staff Services and Risk Administrative Assistant plays a hands-on role in completing administrative duties that support: compliance relating to people and culture, human resource data management and risk assessment data updates.

This role is critical in supporting the College in meeting our regulatory requirements and managing our risk assessment processes. The role must be able to work in collaboration across teams within the College and follow directions of leaders needing support to achieve their responsibilities.

A clear attention to detail is essential as is the ability to work within required timeframes. A capacity to engage with and respond to staff positively is expected and a willingness to adapt and pivot to emerging needs is needed.

The accountabilities within the role are as follows but not limited to

Staff Services

- Provide high level administration assistance and accurate, timely clerical and administrative assistance, including:
- People and Culture record keeping and reminders

- Managing staff compliance relating to People and Culture
- monitoring adherence to risk processes pre and post events
- Reporting on risk assessment trends and outcomes of events
- Monitoring and planning timelines for Risk Assessments
- Actioning MACS policy updates in relation to Risk Management and Employees
- other duties as directed by the Principal or their delegate

Risk Administration

- Risk Register data entry and maintenance
- Creation and monitoring of Excursion & Event Risk Assessment & Emergency Response Plans
- MACS Guard data entry
- MACS Learn monitoring and reporting
- Maintenance of compliance requirements to be audit ready for VRQA
- Support Emergency evacuations documentation and processes
- Maintaining Visitor compliance / passtab / current child safety
- P&C Policies
- Admin assistant to school events and reception services as required

Team Memberships and Relationships

- Team Memberships
  - School Operations Team
  - People and Culture Team
- Relationships Internal
  - Deputy Principal Staff
  - Principal's Office
  - Cocurricular and School Operations Leader
- Relationships External
  - MACS Compliance Team

Position requirements

Knowledge and skills for this role

- Awareness of concepts that underpin Risk Assessment in a school setting
- Knowledge of the requirements of staff (teaching and non-teaching) in schools
- High level of data entry and reporting skills
- Awareness of VRQA registration requirements for Catholic schools
- Intermediate level of Word, Excel and PowerPoint.
- Highly effective verbal and written communication skills
- Ability to prioritise and multitask in a fast-paced environment, meeting deadlines with high accuracy and an eye for detail
- Excellent administration skills including experience in developing systems and processes.

- Ability and willingness to build productive, highly effective and harmonious working relationships and to liaise with a broad range of both internal and external stakeholders
- Proven ability to operate effectively both independently with a high degree of initiative and as part of a small team being willing to share knowledge and to be flexible
- Discrete, ability to make connections, exercise tact and diplomacy, to present professionally.
- Readiness to undertake professional learning to continue to develop relevant skills required for the role.

Education / Qualification

- Certificate or Diploma in Administration (or related discipline), although not essential if significant experience exists.

General requirements for non- teaching staff

- Current Employee Working With Children Check or ability to attain.
- National Police Check current to within two (2) years or ability to attain.
- Understanding of and commitment to legal and moral obligations relating to child safety.
- Anaphylaxis training – 22300VIC accreditation OR to have successfully completed the ASCIA e-training for Victorian Schools with verification of practical application completed within 30 days, to be fully compliant.
- Completion of DET mandatory reporting e-learning module (non-government schools).
- Commitment to personal professional growth.

School wide accountabilities for all staff

- Proactively demonstrate Avila College values of inspiration, relationships, achievement, faith and community in daily work and interactions with students and colleagues.
- Appreciate and encourage differences, valuing people for their skills, competencies, and contribution to Avila College's continuing success.
- Demonstrate duty of care to students in relation to their physical and mental wellbeing.
- Contribute to a healthy and safe work environment for self and others and comply with all safe work policies and procedures.
- Maintain excellent communication and relationships with students and other staff.
- Attend all relevant school meetings and College events including assemblies, Mass, community and faith days as well as professional learning opportunities.
- Participate in duty supervision as rostered and other supervision duties when required.
- Understand and comply with the standards of professional practice as articulated by the Victorian Institute of Teaching (VIT), Australian Institute of Teaching and School Leadership (AITSL) and the Catholic Education Commission of Victoria (CECV).
- Demonstrate and ensure compliance with VIT Registration Requirements; Code of Conduct and Ethics and Avila College's policies and procedures including the College's Child Safety Code of Conduct and Child Safety Policy.
- Adhere to the College's professional dress code.

People and Culture

- For further information regarding this position, please contact People and Culture 9831 9636 hr@avilacollege.vic.edu.au

MISSION STATEMENT

We offer Avila girls the best Catholic education and inspire successful futures.
We give our students options and opportunities to explore and understand what a great future looks like and what it takes to get there.
We teach, guide and support our girls to achieve that vision for themselves.
We challenge them to always strive to be their best…both today while they're students and tomorrow, long after they have left the college.

VISION STATEMENT

We inspire our girls today to become successful women tomorrow.

CHILD SAFETY COMMITMENT

Avila College has a zero-tolerance policy for child abuse and is committed to promoting child safety, children's wellbeing and protecting children from abuse. Ministerial Order 1359 requires Avila College to implement child safety standards and to accommodate and take the needs of all children (including but not limited to: Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities and children who are vulnerable) into account when creating a child safe environment.

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