

	<b>Position Title:</b> School Database Operations Coordinator		<b>Team:</b> Berry Street School		<b>Region:</b> Central
	<b>Supervisor:</b> Principal, Education	<b>Delegations and Authorities:</b> In Line with Delegations Policy	<b>Band:</b> B	<b>Date Completed:</b> December 2018	

## ORGANISATIONAL INFORMATION

OUR VISION AND FOCUS	ROLE CONTEXT
<p><b>All children should have a good childhood, growing up feeling safe, nurtured and with hope for the future.</b></p> <p>Berry Street chooses to work with children, young people and families with the most challenging and complex needs. We work across metropolitan, regional and rural Victoria.</p> <p>To achieve our Vision, Berry Street delivers a wide variety of programs, from those aimed at strengthening families and communities through to those that focus on helping people recover from the trauma of violence, abuse and neglect.</p> <p>We also engage government, other community organisations and the general public in child-focussed advocacy and knowledge sharing.</p>	<p>The Berry Street School is a specialist independent school consisting of four campuses based in Noble Park, Morwell Shepparton and Ballarat. The Berry Street School adheres to standards set by the Victorian and Federal Governments. We offer an adaptation of the National Curriculum for years 7-10 and the Victorian Certificate of Applied Learning (VCAL). Many students referred to the Berry Street School have experienced trauma in their lives as a result of neglect, abuse, violence or being witness to violence or disrupted attachment. Our students may have significant gaps in academic achievement and find it difficult to learn in a group setting, while presenting with behavioural and social problems in school. The Berry Street School works from our model of Trauma Informed Positive Education which encompasses a structured vision of wellbeing in the school community including the support of education case management for each student. Our relationship based practice is grounded in unconditional positive regard for our students.</p> <p>The Berry Street School provides students with holistic support offering intensive literacy, numeracy and personal development programs, with a focus on pathways planning at the senior end.</p> <p>This applied learning curriculum is focussed on assisting students to significantly increase their involvement in the community and the world of work. Students will develop real-life skills to ensure that they can prepare for life after school and transition successfully into further education or employment.</p> <p>The role of School Database Operations Coordinator will be to manage and streamline processes for projects, reporting, accreditation and quality assurance across the four campuses of the school.</p>
OUR VALUES	PRIMARY OBJECTIVES OF THE ROLE
<p><b><i>Berry Street expects all staff to apply these Values in all aspects of their work.</i></b></p> <p><b><i>Courage:</i></b> To be the best we can be and to never give up</p> <p><b><i>Integrity:</i></b> Expect a personal and organisation commitment to honesty</p> <p><b><i>Respect:</i></b> Acknowledge the importance of each person's heritage, traditions, identity, needs and aspirations</p> <p><b><i>Accountability:</i></b> Be responsible for our own actions</p> <p><b><i>Working Together:</i></b> Work with our clients, each other and our colleagues to share knowledge, ideas, resources and skills.</p>	<p>The School Database Operations Coordinator will:</p> <ul style="list-style-type: none"> <li>• Manage streamlined information management, data collection, quality assurance and reporting processes.</li> <li>• Ensure quality improvements and compliance standards are adhered to in each of the four campuses.</li> <li>• Assist in the data collection and requisition of donor funded projects.</li> </ul>
	REPORTING RELATIONSHIPS
	<p>The role is based at our central office in Richmond and will require regular travel to the school campuses in Noble Park, Morwell, Shepparton and Ballarat. The role reports to the Principal, Education, who will provide supervision and review.</p>

EXPECTATIONS	
<ul style="list-style-type: none"> <li>• Conduct oneself in accordance with the Berry Street Code of Conduct which is underpinned by the values of accountability, courage, integrity, respect and working together.</li> <li>• Have a demonstrated understanding of and commitment to the principles of equity, diversity, continual improvement, risk management and occupational health and safety.</li> <li>• Berry Street supports White Ribbon, Australia's campaign to stop violence against women. There is an expectation that staff never commit, excuse or remain silent about violence against women.</li> <li>• Berry Street is committed to the safety, participation and empowerment of all children, including those with a disability and culturally and/or linguistically diverse backgrounds. Berry Street is also committed to cultural safety, inclusion and empowerment of Aboriginal children, their families and communities.</li> </ul>	
KEY SELECTION CRITERIA: KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO FULFIL THE ROLE	
<ul style="list-style-type: none"> <li>• Knowledge and experience of accreditation, quality and compliance process systems within the education sector.</li> <li>• Comprehensive knowledge of VCAL and VET data management and enrolment systems.</li> <li>• Demonstrated experience in VRQA and VCAA compliance regarding the ongoing implementation of VCAL.</li> <li>• Experience in collecting and analysing data within the education sector.</li> <li>• Highly developed computer skills including timetable and database management software programs. Desirable knowledge and experience with VASS, MAZE, iWise.</li> <li>• Excellent time management skills to manage communications, logistics and activities across multiple sites/geographical locations.</li> <li>• Demonstrated understanding of, and respect for, the needs of children with a disability; Aboriginal culture, including cultural safety and awareness; and cultural and linguistic diversity (CALD), including cultural safety for children from CALD backgrounds.</li> </ul>	
QUALIFICATIONS AND OTHER REQUIREMENTS	DESIRABLE
<ul style="list-style-type: none"> <li>• A qualification in education, training and assessment, project management, business or related fields.</li> <li>• Staff must hold a valid WWCC, current drivers licence at all times and undergo a Criminal Records Check prior to employment. Subsequently, staff must report any criminal charges or court appearances.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge or experience in MAZE and/or software is highly desirable.</li> </ul>

## KEY ACCOUNTABILITIES AND RESPONSIBILITIES

ACCOUNTABILITY	SPECIFIC RESPONSIBILITIES
<b>Project Coordination</b>	<ul style="list-style-type: none"> <li>• Coordinate and maintain project documentation and records</li> <li>• Maintain communications with school community and external organisations, agencies and government in relation to school projects</li> </ul>
<b>Data Collection and Reporting</b>	<ul style="list-style-type: none"> <li>• Develop and maintain a calendar of reporting timeframes and important events for all campuses</li> <li>• Identify gaps or shortfalls in information and/or processes and source additional information as required</li> <li>• Develop streamlined data collection and information management processes across campuses</li> <li>• Coordinate the collection of student destination, VCAL and Pathways data bi-annually and provide reports to leadership</li> <li>• Ensure timetable and student data is entered correctly and timely into Maze, VASS and iWise databases</li> <li>• Provide support to school staff in relation to databases, information management and reporting</li> <li>• Ensure timely completion of student reports, on-demand testing</li> <li>• Work with campus staff to collect accurate and timely information for census, disability funding and applications</li> <li>• Extract and manipulate data from multiple sources into reports and other documentation to meet accreditation requirements</li> <li>• Monitor, analyse and run reports from VASS, MAZE, iWise and other Berry Street School systems</li> <li>• Collate information and prepare correspondence for leadership team, donors and government on a regular basis</li> <li>• Coordinate inputs and manage timely completion of the Annual Report</li> </ul>
<b>Quality Assurance</b>	<ul style="list-style-type: none"> <li>• Coordinate and maintain quality systems, processes and records in relation to VRQA and VCAA requirements</li> <li>• Ensure the school is up to date regarding any changes to VRQA, VCAL, VASS or VET policy, processes, curriculum and reporting</li> <li>• Develop an ongoing internal auditing process to monitor compliance and to embed a culture of continuous improvement</li> <li>• Support project review and evaluation processes to feed into strategic and annual improvement planning processes</li> <li>• Assist in the preparation of risk assessment and management reports for the leadership team and board</li> <li>• Ensure that all practices are in accordance with the relevant policies of Berry Street</li> </ul>
<b>Staff Development &amp; Support</b>	<ul style="list-style-type: none"> <li>• Conduct oneself in accordance with Berry Street Values and policies and procedures</li> <li>• Actively participate in supervision processes and practices for continuous improvement including professional development</li> <li>• Participate in staff and cross-organisational meetings</li> <li>• Other duties as directed</li> </ul>



## CONDITIONS OF EMPLOYMENT

1. This position may be required to work additional hours as necessary, and extra hours worked will be accrued as Time-in-Lieu according to the *Berry Street Victoria 2014-2017 Agreement*.
2. You will initially be employed at our Richmond Office. You may be required to work from other Berry Street sites (on a temporary or permanent basis) as directed from time to time.
3. Terms and conditions of employment are in accordance with the *Berry Street Victoria 2014-2017 Agreement*, which includes above Award payments and eligibility for remuneration packaging. Salary packaging up to \$15,900 is available to Berry Street employees who meet the eligibility criteria outlined in our Salary Packaging Policy.
4. The remuneration for this position is Level 5, PP1 \$72,296.41 gross per annum (full time equivalent), under the *Berry Street Victoria 2014-2017 Agreement*. The value of the salary can be increased through salary packaging.
5. Agency vehicles are available for authorised use and these should be used at all times for work-related purposes, in accordance with the Berry Street Motor Vehicle Policy. However, if you are authorised to use your own vehicle for work-related purposes, you will be paid an allowance per kilometre, which includes provision for comprehensive insurance and other running costs. Berry Street is unable to insure private vehicles owned by staff and will not accept any liability for damage to any staff vehicles incurred while being used for work-related purposes.
6. Superannuation will be paid according to Superannuation Guarantee into a compliant fund of your choice or into HESTA Superannuation Fund.
7. The successful applicant will be required to undergo satisfactory pre-employment checks, including 2 professional referees, a pre-employment health declaration, a criminal records check and proof of identity and qualifications.
8. The successful applicant will initially be employed for a probationary period of 3 months. During this period, either party can terminate employment with one week's notice. A probationary review before 3 months will be undertaken.
9. Under Victorian WorkCover legislation, it is the applicant's duty to advise Berry Street of any pre-existing medical condition, which could be aggravated by the type of employment for which they are applying. The existence of a medical condition will not preclude you from employment, unless you are unable to perform the inherent requirements of the position. However, failure to disclose any relevant injury or disease will jeopardise any entitlement you may otherwise have for a work-related aggravation of that non-disclosed pre-existing condition.
10. Berry Street has a smoke-free workplace policy.

## INHERENT REQUIREMENTS OF WORK ACTIVITIES / ENVIRONMENT

Following is a table that outlines the main physical and psychological requirements of the position.

Element	Key Activity	Frequency
<b>Work Environment</b>	Manage demanding and changing workloads and competing priorities	Daily
	Work in a team environment	Daily
	Work in different geographic locations	Occasional
	Be exposed to all outdoor weather conditions	Occasional
	Wear personal protective equipment (eg: rubber gloves) to provide protection from potential infectious and hazardous substances	Rare
	Work in unstructured environments (eg outreach)	Daily
	Work office hours with the possibility of extended hours	Daily
	Work in an open plan office	Daily
	Work in buildings which may be two-storey	Daily
	Sit at a computer or in meetings for extended periods	Daily
	Present at court and other jurisdictions	Rare
<b>Manual Handling</b>	Undertake manual handling (eg: lifting, moving, transferring, twisting, restraining, supporting) of clients	Rare
	Undertake manual handling (eg: lifting, pulling, pushing, moving, transferring, digging, twisting, restraining, supporting) of equipment, which would be of varying weight and size	Occasional
<b>People Contact</b>	Work with clients who may have a physical or sensory disability	Rare
	Liaise with government, non-government and community organisations	Daily
	Interact with members of the public who may display the full range of emotional expressions, including parents, partners, significant others, family members, advocates, doctors, police	Regular
	Interact with clients and members of the public who could display verbal or physically challenging behaviour	Rare
	Support and participate with clients in recreational activities (eg: gardening, ball games, swimming, walking, camping, hiking, trampolining, tennis, cricket)	Rare

	Facilitate access to specialist, generic and community services	Regular
	Undertake supervisory, recruitment, training and professional development activities	Regular
	Undertake administrative tasks which may include the following: computer work, filing, writing reports, case notes/plans and client records, participating in meetings, concentrating for long periods of time, managing resources and budget and researching and analysing information and data	Daily
<b>Administrative Tasks</b>	Undertake intensive administrative tasks, which include computer work, report writing (e.g. financial reports), participating in meetings and concentrating for long periods of time	Daily
	Use technology including photocopier, telephones including mobiles, fax, overhead projectors, televisions, videos, electronic whiteboards	Daily
	Drive vehicles possibly over long distances and in all traffic and weather conditions	Regular
<b>Transport</b>	Use public transport including trains, buses, trams and taxis	Occasional
	Drive vehicles with possible distractions from client behaviour, verbal or physical	Rare
	Undertake general household duties (e.g.: food preparation, sweeping, dusting, shopping, mopping, vacuuming, laundering, gardening, cooking, cleaning baths, showers and toilets)	Rare