

# Position Description

<b>Title</b>	<b>Administration and Compliance Coordinator</b>		
<b>School</b>	Rockhampton Flexible Learning Centre	<b>Location</b>	Rockhampton, Central Coast QLD 4700
<b>Annual Salary</b>	<b>\$68,155 - \$71,468</b>	<b>Classification</b>	School Officer 5
<b>Status &amp; employment type</b>	Full Time 38 hours per week, Monday to Friday (including a 6 month probation period)	<b>Job duration</b>	Ongoing
<b>Reports to</b>	Head of Campus	<b>Delegations</b>	Nil
<b>Commencement date</b>	Immediate commencement available for the successful applicant		
<b>Agreement</b>	<i>Catholic Employing Authorities Single Enterprise Collective Agreement Religious Schools of Queensland 2019-2023</i>		
<b>Contact details</b>	Stephanie Bouzige, 0459 950 382 <a href="mailto:Wollemi.recruitment@ereafsn.edu.au">Wollemi.recruitment@ereafsn.edu.au</a>		
<b>Mandatory qualifications, conditions, requirements</b>	<ul style="list-style-type: none"> <li>Minimal of Diploma level qualification or equivalency relevant to the position</li> <li>Previous experience in similar administration positions</li> <li>Applicants must hold or have the ability to attain a current Blue Card <b>before</b> commencement as per the No Card No Start Blue Card system legislation (<a href="https://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/regulated-industries-and-licensing/blue-card-services">https://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/regulated-industries-and-licensing/blue-card-services</a>)</li> <li>High level of computer literacy, oral and written communication and effective organisation skills</li> <li>This position involves driving of school vehicles. The occupant of this position is required to hold and maintain a Queensland 'C' class driver's licence or have the ability to acquire a driver's licence</li> </ul>		

Edmund Rice Education Australia (EREA) is a child safe organisation committed to the protection of children and has a zero tolerance of abuse of children. Wollemi Flexible Schools Network (FSN) being a subsidiary of EREA is also committed to ensuring the safety, wellbeing and dignity of all children and young people therefore, all applicants will be subject to EREA and legislative screening procedures. These checks are consistent with EREA's commitment to child safeguarding policies and procedures. This includes complying with our Child Safeguarding policy and EREA Code of Conduct.

Wollemi FSN is an equal opportunity employer that promotes the safety and wellbeing of Aboriginal and Torres Strait Islander children and encourages applications from Aboriginal and Torres Strait Islander people.

## Who are we?

Rockhampton Flexible Learning Centre (FLC) is a coeducational Catholic school in the Edmund Rice tradition that offers a full time and multi-year secondary education and social inclusion program for young people who have disengaged from mainstream structures. Young people enrolled may express a broad range of complex education and social needs and the school responds with a variety of flexible and innovative social inclusion and learning experiences. Rockhampton FLC provides young people with a varied and holistic set of learning experiences, supporting them to meet their potential now and into the future.



Further information can be found at [www.ereafsn.edu.au](http://www.ereafsn.edu.au) or [www.erea.edu.au](http://www.erea.edu.au)

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## **Principles of Operation (Honesty, Participation, Respect and Safe and Legal)**

The four principles of operation that our Flexible Learning Centre operates under are Honesty, Participation, Respect and Safe and Legal. This way of being is a significant point of difference from mainstream schooling. The principles provide boundaries to a “common ground” among staff, young people, and families. They support people within the school community to resolve conflict, negotiate learning, and recognise rights and responsibilities. Honesty, Participation, Respect and Safe and Legal are modelled and explored both within the group and individually. A primary responsibility for this role is to maintain fidelity to Operation by Principles.

### **What is the role?**

The Administration and Compliance Officer’s main responsibility is to coordinate, maintain and complete specific school administration compliance requirements. The focus of this position is ensuring compliance against key school registration guidelines. The position involves working directly with children and young people on a daily basis and therefore must be able to demonstrate an understanding of appropriate child safeguarding behaviours when engaging with children. All young people are owed a duty of care while in the supervision of the position.

### **Key responsibilities**

The key responsibilities of this position are intended to describe the general nature and responsibility of work in this position. They are not to be construed as an exhaustive list of all responsibilities and skills required of the position. Employees will also be required to follow any other position related tasks, duties and instructions, EREA policies, and to perform other position related duties required to support the networks compliance with its legislative obligations. Through consultation with the employee, the Principal/delegate may vary the responsibilities of the position temporarily as required, but within the skills and responsibility levels appropriate to the position. For example, this role may be required to fulfil the Administration Officer’s role if required.

#### *Professional Knowledge*

- High level knowledge of administration practices and processes in an educational setting or similar
- Proficient knowledge of general human resource and financial management processes and practices
- Advanced knowledge of various computer software packages including ability to train and support other staff
- High level knowledge of time management, prioritisation, and negotiation skills to keep within deadlines
- Proficient knowledge of good record keeping and retention practices and guidelines
- General knowledge of school registration guidelines compliance standards and general reporting requirements
- General knowledge and understanding of child safeguarding requirements and obligations that cover legal and policy requirements in an educational setting or similar

#### *Professional Practice*

- Ability to follow school-based policy, procedures and systems relevant to administration ensuring all records are accurate and accessible at all times. This includes coordinating a framework to review administrative school based procedures
- Coordinate, maintain and complete key routine compliance tasks around work health and safety, child safeguarding, and student record management
- Coordinate a positive external media presence including creation of key school marketing material keeping within policy and style guides. This includes the development of school newsletters
- Coordinate and review the completion of key NCCD documentation and ensure accurate data entry as required
- Ability to effectively and proficiently use office equipment and support other team members to operate
- Coordinate and prepare accurate reports and data as required within set timeframes and deadlines
- Preparation and processing of accurate weekly human resource and financial tasks within set deadlines as required
- Maintain young person records including, leading the coordination of the enrolment process by ensuring the student management database and student files are accurate at all times
- Support staff in the use and operation of the student management system including training as required
- Ability to learn and operate digital software in adapting to paperless systems
- Provide executive support to staff and the school community for example the preparation, minute taking and distribution of meeting minutes
- Coordination and purchasing of school resources/equipment as required

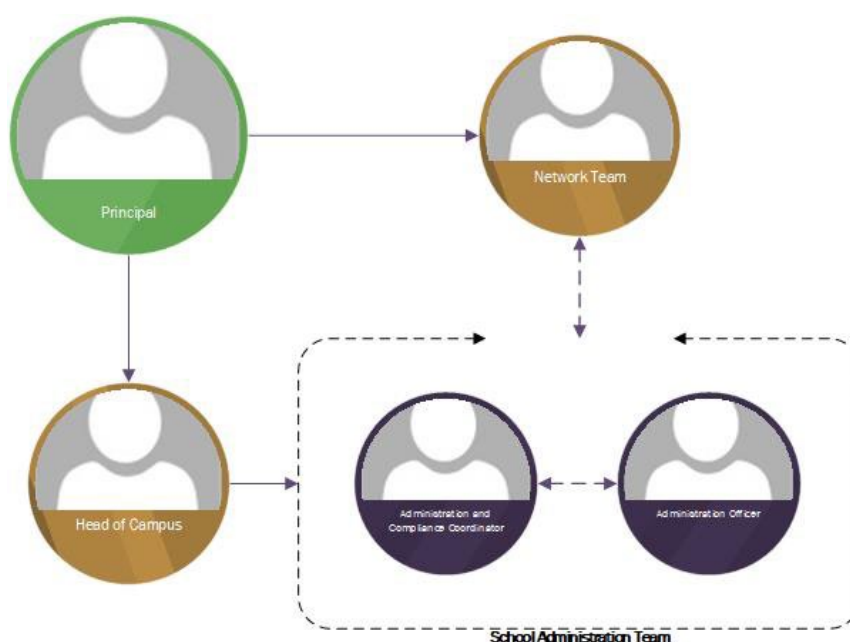
- Efficient record management including accurate digitalisation and storage of records
- Coordination of the school's cleaning and grounds and maintenance
- Organise and book travel requirements for students and staff within school policy
- Safe operation of school vehicles in transporting young people as part of offsite excursions/activities, fulfilling duties associated with morning and afternoon bus runs and in conducting home visits

#### *Professional Engagement*

- Commitment to work under the four principles of operation, Respect, Safe and Legal, Honesty and Participation to establish a "common ground" to resolve conflict, negotiate learning, recognise rights, where responsibilities and consequences are modelled and explored
- Facilitate effective communication with staff, young people, families, partner organisations and visitors that enhances the school image and contributes to the goals and ethos of the FLC
- Provide a welcoming and supportive environment for all young people, their families, visitors and staff attending the FLC
- Capacity to act in a professional manner at all times including tact and discretion, ability to maintain confidentiality
- Under limited supervision and guidance complete, prioritise and progress work tasks

### **Working Relationships**

The Administration and Compliance Coordinator reports directly to the Head of Campus and has no direct line supervision responsibilities for any staff. The position works collaboratively with all staff at the school but specifically with the Administration Officer and Head of Campus daily.



### **Conditions and benefits of the role**

The organisation provides access to an employee assistance program and a range of learning and development opportunities. Your employment experience with the school will include work life balance with competitive salary and benefits (including salary sacrificing opportunities, including up to 12.75% superannuation contributions by your employer), career progression opportunities and the chance to make a difference to vulnerable young people.

The school is committed to building an inclusive culture that respects and promotes human rights and diversity (<https://www.erea.edu.au/commitment-statement-to-child-safety/>). We respectfully journey together to aspire to be a culturally capable organisation and are an inclusive, equal employment opportunity employer and place value on our diverse workforce. We encourage applications representing all genders, ethnicities, ages, languages, sexual orientations, and people with disability or family responsibilities to apply.

### Interested in applying?

To be considered for this role you need to submit the following to <https://wollemi-external.applynow.net.au/jobs/WFS49>;

- Current resume including two referees (one current employer)
- Copies of qualifications (if hold)
  - Certificate/Diploma level qualifications
  - Undergraduate degree/s
  - Blue card (working with children check) (if current have one)
  - First Aid Certificate
  - Drivers licence

The panel understand if you wish to be notified prior to us making contact with referees in particular your current employer.  
All applications will be subject to EREA screening.