



ESO | Administration & Project Officer

Position Information Document

Name:	
Position:	Administration and Project Officer 0.6 FTE
Stream:	Administration
Classification:	Grade 3
Line Manager:	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.

Position Purpose

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

Key Working Relationships

- Chief Operating Officer
- Principal
- Deputy Principal
- Senior leadership staff across the College
- Teaching (including Temporary Relief Teachers) and non-teaching staff
- College community and visitors
- External parties / stakeholders

Key Responsibilities:

Duties include, but are not limited to:

- Deliver generalised administrative functions to support business operations.
- 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 databases, including WHS compliance report and Café statistics report.
- Assist in the preparation of hiring agreements for facility hire and follow up of all necessary paperwork.
- Liaise with parents, and external vendors, providing accurate information in regard to College bus service.
- Assist with financial aspects of Operations Office including reconciliation of credit card and preparation of purchase requisitions.
- 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.
- Assist in the development of College wide policies and procedures.
- Assist with the monitoring of the allocation of keys to staff and external contractors of the College.
- Assist in the administration of the College's risk management framework.
- Assist with and participate in the various projects undertaken by the Business Operations Team.
- Undertake other duties as directed by the Principal (or delegate).

Person Specification

- A commitment to uphold and contribute to the Catholic ethos of the College.
- 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.
- A commitment to ongoing professional development and learning.

Position Requirements

- A Certificate IV or equivalent competencies identified in relevant certifications associated with business, administration or management or relevant experience.
- Act in accordance with the CESA Code of Conduct and the Charter for Staff in Catholic Schools in South Australia.
- Hold a current acceptable Working with Children Check (WWCC) clearance & screening to work in Catholic Education South Australia.
- Hold current certification in Responding to Risks of Harm, Abuse and Neglect in Education and Care Settings.
- First Aid Qualification as directed by the school.
- As a worker, comply with the SA Work Health & Safety Act 2012, while at work, take reasonable care for their own health and safety:
 - Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons.
 - Comply, in so far as you are reasonably able, with any reasonable instruction given by the employer.
 - Co-operate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers.

Being vaccinated against COVID-19 is not mandatory for CESA staff. It is highly recommended for all CESA staff to maintain vaccination status as recommended by the policy.

This position information document indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks and outcomes.



Performance Review / Appraisal Conditions

The Administration and Project Officer will be required to participate in an Annual Goal Setting and Review process with Senior Project Officer, and other relevant delegate(s), as well as undergo a comprehensive Performance Appraisal during the term of the appointment. The Administration and Project Officer will present evidence of the impact at this time.