

POSITION DESCRIPTION

COLLEGE ADMINISTRATION TEAM COORDINATOR

DEPARTMENT	ECG College Administration
REPORTS TO	Projects Administrator
DIRECT REPORTS	College Administration Officers
DATE	July 2024
POSITION OBJECTIVE	To coordinate the activities of the college administration team
Achievement of the position objective will be reviewed against key performance indicators in the annual appraisal and review process and as required	

Our Values are reflected in our commitment to:

- * *Integrity*
- * *Inclusion*
- * *Quality*
- * *Collaboration*
- * *Safety*

Community College Gippsland (CCG) is a child safe organisation with zero tolerance for child abuse and is committed to the safety and wellbeing of all students. CCG supports and adheres to Child Safety Standards.

United we belong. Together we thrive.

The CCG community welcomes people from all backgrounds, abilities and identities. We are enhanced by our diversity and learn through inclusion, respect and understanding.

At CCG we:

- *Provide a safe and inclusive environment that is free from discrimination*
- *Empower students and harness their uniqueness through voice and agency*
- *Ensure equal employment opportunities for all and encourage the participation of underrepresented staff*
- *Celebrate the differences of our people and recognise their unique contributions to our community*

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SCOPE OF THE ROLE

The College Administration Team Coordinator plays a pivotal role in supporting seamless operations of the college's administrative functions. This role involves actively contributing to the coordination and collaboration of the administrative operations to ensure an efficient college environment across campuses.

RESPONSIBILITIES

- **Task Coordination and Delegation:** Coordinate and delegate tasks among the administration team to ensure a smooth workflow and optimal task allocation across all campuses. This will include regular visits to all campuses.
- **Operational Oversight:** Oversee the day-to-day operational functions of the administration team, ensuring tasks are completed efficiently and in accordance with established procedures. Daily operational functions include but are not limited to: enrolments, exits, rolls, daily organisation, NCCD, Census, registers, Student Support Group Meetings, Reports, communications, excursions, CSEF, SCAS, attendance, Billings, VASS, General meetings
- **Resource Coordination and Delegation:** Coordinate and delegate the allocation of resources, staff, and hours to support the administration team's activities.
- **Problem Solving and Conflict Resolution:** Proactively address challenges through effective problem-solving, conflict resolution, and timely escalation of issues when necessary.
- **Portfolio Refinement:** Continuously refine and optimise role portfolios within the administration team to enhance individual and collective performance.
- **Team Meeting Coordination:** Organise and coordinate team meetings, providing a platform for collaboration, information sharing, and strategic discussions.
- **Efficiency Assurance:** Ensure the efficient and effective administration of the school by implementing and monitoring streamlined processes. Utilise College systems including but not limited to COMPASS, Digistorm, VASS, GRIDDLE to improve efficiencies.
- **Training and Development Identification:** Identify training and professional development needs within the administration team and initiate relevant programs to enhance skills.
- **Liaison and Communication:** Serve as the primary liaison between the administration team and other departments, staff, or leadership, fostering effective communication.
- **Collaborative Goal Setting:** Collaborate with the administration team to establish clear goals, timelines, and deliverables, promoting a shared vision for success.
- **Develops and mobilises talent:** strengthens and mobilises the unique talents and capabilities of the team.

ORGANISATIONAL WIDE RESPONSIBILITIES

- Actively participate in and comply with the Health and Safety systems, policies and emergency procedures in place throughout the organisation including;
 - Promptly and accurately reporting all hazards, accidents, incidents and near misses;
 - Ensuring safe use and maintenance of equipment including PPE for self and students;
 - Maintaining a current knowledge of emergency evacuations procedures for all relevant campuses and participating positively in drills and training sessions.
 - Make recommendations for improvements in health and safety.
- Be aware of and participate in strategic planning process including making suggestions for improvements.
- Actively work with colleagues to build positive relationships and teamwork across the whole organisation.
- Perform other duties as requested, in a timely, professional, empathetic, accurate manner and in accordance with Community College Gippsland Policies and Procedures.

KEY PERFORMANCE INDICATORS

- Ensuring timely completion of administrative tasks within the stipulated deadlines.
- Minimise errors and delays in task completion to optimise resource utilisation.
- Effectively resolve conflict or escalate them to the appropriate authority promptly.
- Increase team effectiveness by clearly defining role portfolios and responsibilities.
- Conduct regular one-on-one meetings with staff to discuss progress and address any issues.
- Define team activities clearly and ensure the timely completion of all assigned tasks.
- Maintain high levels of satisfaction and engagement within the team.
- Develop the team's skills, knowledge, and overall performance to better achieve organisational goals.

KEY SELECTION CRITERIA

- Proven ability to lead a team and foster an empowered working environment.
- Strong organisational skills with the ability to coordinate and delegate tasks efficiently.
- Experience in overseeing day to day operational requirements.
- Excellent communication skills.
- Effective problem solving and conflict resolution skills.
- Continuous improvement mindset.
- Team development focus.
- Proven use of systems including: COMPASS, Microsoft suite, collaborative docs, not essential but advantageous if have knowledge in VASS and Digistorm.

MANDATORY REQUIREMENTS

- Valid Police check
- Valid Working with Children Check

QUALIFICATIONS

Required

- Certificate/diploma in business administration/services or appropriate experience.

FUNCTIONAL RELATIONSHIPS

Key Internal

Staff
Students

Key External

Parents
Service providers
ISV
VASS
VSN
DET

DECLARATION:

I have read, understand, and accepted the above Position Description.
I understand that the Roles, Functions and Key Performance Indicators in this Position Description, form part of the Community College Gippsland Contract of Employment.

Signed: _____

Date:

Name: