

POSITION DETAILS

Title of Position:	Administration Officer- School and System Improvement
Reports to:	Manager: School and System Improvement
Section:	School Quality and Performance
Team:	School and System Improvement
Number of Direct Reports:	Choose an item.
Classification:	Level D

BROAD PURPOSE

Catholic Education South Australia (CESA) has embarked on a significant period of innovation and change to respond to opportunities emanating from the South Australia Commission for Catholic Schools (SACCS) strategy, Towards 2027: Expanding Horizons and Deepening Practices.

Catholic schools and the Catholic Education Office (CEO) work in partnership with families, children, and young people to give life to the Living, Learning, Leading Framework and to successfully position CESA as the leading education system and an employer of choice.

POSITION OVERVIEW

Reporting to the Manager: School and System Improvements, the Administration Officer will provide professional and confidential administrative support to the School and System improvement team within the Catholic Education Office.

This position description serves to illustrate the scope and responsibilities of the role and is not intended to be an exhaustive list of duties. Due to the contact evolution of School and System Improvement and the function of the team, the required administrative services will continue to evolve.

SIGNIFICANT WORKING RELATIONSHIPS

School and System Improvement Team

- Manager: School and System Improvement
- System Coaches: School and System Improvement
- Education Advisor: Technologies
- Resource Developers

Catholic Education Office

- Director: School Quality and Performance
- Managers and key staff in the School Quality and Performance Section
- SQP Section Finance Business Partner
- People, Leadership and Culture Business Partner

Other

- External agencies (e.g. Professional Learning providers)
- Partners at Department for Education and AISSA

Schools engaging with System Coaches

- School Principals (or delegates)
- School Leaders of Learning

KEY RESPONSIBILITIES

OPERATIONAL & TECHNICAL

- Serve as the initial point of contact for schools, external providers, and team members, handling inquiries.

- Develop and maintain electronic filing systems, ensuring accurate organisation of School and System Improvement files and resources.
- Provide administration support to the School and System Improvement Team, ensuring efficient processes and high-quality service delivery.
- Regularly review and refine administrative processes, identifying and implementing solutions for continuous improvement.
- Prepare reports and track key metrics related to School and System Improvement activities, such as support visits, cancellations, professional learning, and resource requests.
- Support recruitment and onboarding for team members, including organising interviews, coordinating panels, filing applications, screening procedure and managing parts of induction process.
- Collaborate with the HR Business Partner in creating timelines and project plans, ensuring the Manager: School and System Improvement receives the necessary information.
- Oversee offboarding processes for System Coaches at the end of their secondment, ensuring compliance and accuracy.
- Manage the administrative process for school support requests, including database management and coordination of key contacts within schools.
- Handle financial administration, including invoicing, reimbursements, purchase orders, credit card reconciliation, and budget tracking.
- Assist in the preparation and planning of meetings, workshops, conferences, and events, ensuring all logistical and administrative details are handled efficiently.
- Contribute to the development and implementation of communication strategies, including managing intranet pages, drafting communications, and supporting the CEO Communications and Marketing Team.
- Foster relationships with external stakeholders, managing communication and contracts as needed.
- Provide support for meetings, including taking and distributing minutes, preparing agendas, and coordinating logistics.
- Coordinate, plan and prepare for meetings, panels, workshops, conferences and functions including facilitator liaison, attendance registration, catering, room bookings and workshop material preparation.
- Ensure the School and System Improvement office environment is well-organised, functional, and equipped with necessary resources, in collaboration with other teams.
- Maintain training records and professional development plans, and act as a Catholic Education Office Safety Compliance Officer for the team.
- Coordinate travel and accommodation arrangements as required, ensuring efficient record-keeping and reporting.
- Priorities and manage workload effectively, balancing responsibilities and participating in professional development as required.
- Perform other duties as assigned by the Manager: School and System Improvement or other relevant team members.

BEHAVIOURAL

- Strong interpersonal and communication (written and verbal) skills.
 - Ability to maintain absolute discretion in working with confidential and sensitive information.
 - Professionalism, with an excellent customer service and outcome focus, and a commitment to continuous improvement.
 - Demonstrated ability to apply specialised knowledge with depth in several areas.
 - High level organisational and time management skills, ability to work under pressure, management of competing priorities, attentional to detail and meeting deadlines.
 - High level interpersonal and communication skills with ability to work collaboratively with minimal direction.
 - Ability to independently liaise with School staff, Catholic Education Office staff and external providers.
 - Demonstrated ability to maintain confidentiality at all times.
 - Demonstrate flexibility and willingness to take on new tasks and challenges as they present in the context of new, progressive system-wide initiatives.
 - Ability to exercise initiative and to work autonomously as well as collaboratively in a team environment and positively contribute to the team's wellbeing.
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- Ability to learn and quickly adapt to new technology and processes.
- Commitment to continuous improvement and learning to ensure currency of relevant skills and knowledge.
- Support, promote and contribute to the ethos, values and mission of the Catholic Education Office.

SELECTION CRITERIA

QUALIFICATIONS:

- Certificate III or above in a business-related discipline is advantageous.

KNOWLEDGE, SKILLS & EXPERIENCE

Essential

- Experience in providing a broad range of administrative support.
- Experience in providing financial administration support.
- Superior level of competency with Microsoft office suite, general office applications, databases and SharePoint.
- Excellent time management and organisational skills including the ability to effectively prioritise tasks.
- Proven ability to analyse, plan, identify and utilise skills and knowledge in depth to effectively apply solutions to a range of challenges.
- Demonstrate high level interpersonal skills to successfully build professional relationships and interact positively with all members of school communities, external providers, central office staff and other stakeholders.

Desirable

- Administrative experience working in an education setting.

OTHER CONDITIONS

- Support CESA's Values:
 - *Openness to God's Spirit at work in our midst and living in Catholic faith.*
 - *Respect for the dignity of each person*
 - *Commitment to processes of learning that are formative, challenging, engaging, life-long and life-wide.*
 - *Inclusivity of those at the edges*
 - *Sensitivity, justice, and compassion*
- Participate in good character screening processes.
- Hold a current acceptable Working with Children Check (WWCC) clearance & SAVA Catholic Clearance.
- Always act in accordance with the CESA Code of Conduct and the Charter for Staff in Catholic Schools in South Australia.
- Comply with the Work Health & Safety management system and, as a worker, while at work, take reasonable care for their own health and safety.
 - Take reasonable care that their actions or omissions do not adversely affect the health and safety of other persons.
 - Comply, in so far as they 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.
- Hold current certification in Responding to Risks of Harm, Abuse and Neglect in Education and Care Settings.
- CILAH is a state-wide service, and administrators will work with a whole-team approach, providing support across the regions via the use of online technology. Administrators may from time to time be expected to travel to the CEO Thebarton and other outreach offices to participate in work-related activities (e.g. training).

- Out-of-hours work as required from time to time.

NOTE: Copies of the above listed qualifications/licences/certificates are required as evidence on appointment.

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.