

# Position Description

## Human Movement Administration Assistant

Berwick Campus

September 2022

### RELATIONSHIPS AND NETWORKS

LEAD BY

- Head of Sport Faculty

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COLLABORATES WITH

- Multi Campus Administration Teams
- Student Services Teams
- Section Leadership teams
- Teaching Staff
- IT and Maintenance Staff
- Wellbeing Team
- Students
- Other teams in the College

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LEADS

- N/A

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EXTERNAL GROUPS

- College Community
- Suppliers
- External Providers

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POSITION CONDITIONS

This is a full time, ongoing position at the Berwick Campus commencing 25 January 2023. This role works Monday to Friday 8am to 4.30pm with a 54 minute unpaid lunch break.

Conditions of employment are as per the Beaconhills College General Staff agreement 2017-2020 (incorporating the terms of the Educational Services (General Staff) Award 2020), Beaconhills' policies and procedures and the letter of offer.



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No position description can be entirely comprehensive and the incumbent will be expected to carry out such duties as may be required from time to time and are broadly consistent with the position description, the status of the post within the College and the classification criteria of the Educational Services (Schools) General Staff Award 2020.

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REFERENCE  
DOCUMENTATION

- *Staff Code of Conduct*
  - *College Policies and Practices*
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## PRIMARY PURPOSE OF THE POSITION

The Human Movement Administration Assistant is responsible for supporting the Sport Faculty's administration needs primarily at the Pakenham Campus. The Administration Assistant will report to and take direction from the Head of Sport.

The incumbent must have excellent organisational and communication skills and will enjoy the challenge of working under pressure with competing priorities. As a collaborative team player, the Human Movement Administration Assistant will provide a high standard of service to key groups within the College community.

Demonstration of a strong understanding of Microsoft Office 365 applications is necessary, as is demonstrated skill with databases. The incumbent must possess flexibility to handle multiple tasks and the ability to prioritize their work, with professional attention to detail.

## KEY RESPONSIBILITIES FOR THE POSITION

- Manage and complete a range of administrative tasks under the direction of the Head of Sport
- Assist with the coordination of School events within the Sport Faculty
- Work as part of a collaborative team
- Perform any other administrative support tasks as required

## QUALIFICATIONS

The successful application must hold (or be in the process of obtaining):

- A current Employee Working with Children Check
- A current *National Police Check* (NPC) current within 12 months
- A current first aid certificate (or a willingness to obtain)



## COMPETENCIES

- Advanced computer and keyboard literacy, including experience with databases
- High level of accuracy and attention to detail
- High-level organisational and time management skills
- Strong decision-making, problem solving and analytical skills
- High-level written, verbal and interpersonal communication skills
- Ability to adapt to the changing technologies of the College
- Ability to work as part of a team or independently
- Ability to handle multiple tasks
- Ability to demonstrate initiative and work under pressure
- High degree of confidentiality and discretion

## SELECTION CRITERIA

- Demonstrated experience in an administrative role in a busy setting
- Possess an excellent knowledge of contemporary software programs and skills and experience in the use of computerised database systems
- Demonstrated high-level communication skills, including the ability to draft and edit documentation
- Possess excellent interpersonal skills, including the ability to interact effectively with students, staff and suppliers
- Possess the maturity to deal with people at all levels of the organization
- Evidence of the capacity to work professionally with a small team of people
- Demonstrated excellent organisational and time management skills including multi-tasking and meeting deadlines with minimal supervision
- Demonstrated capacity to apply analytical and problem solving skills to non-routine activities
- Demonstrated flexible approach to work
- Confidence administering first aid (experience desirable)
- Familiarity with the operation of schools (desirable)

## PHYSICAL CAPABILITIES

- Sitting (occasional 1-33%)
- Standing (frequent 34-66%)
- Walking (frequent 34-66%)
- Talking (frequent 34-66%)
- Listening (occasional 1-33%)
- Steps/stairs (frequent 34-66%)
- Carrying (occasional 1-33%)

## WORKPLACE HEALTH AND SAFETY RESPONSIBILITIES

- Ensure that any hazards, incidents (including near misses) and injuries are reported immediately to relevant management
- Co-operate in relation to activities taken by the College to comply with Work Health and Safety (WHS) legislation
- Participate in consultation, meetings, training and other health and safety activities where required
- Ensure only authorised, adequately trained staff undertake assigned tasks
- Take reasonable care for personal health and safety and the health and safety of others in the workplace



## CHILD SAFETY STATEMENT

Beaconhills College has zero tolerance for child abuse. Beaconhills is a child safe employer and is committed to the welfare of children and their protection.

Beaconhills has systems to protect children from abuse, and will take all allegations and concerns very seriously and respond to them consistently, in line with our policies and procedures.

All potential employees and volunteers will be required to comply with the College's *Child Safe Policy* and *Code of Conduct*, which are available on our website [here](#). Beaconhills performs thorough assessments of potential and existing employees in accordance with the legislated Child Safe Standards. The assessments will be used to ascertain whether the potential or existing employee is a fit and proper person and is suitable for work in a school environment and in the position applied for or held. The screening process includes, but is not limited to, criminal record checks, *Working with Children Check* (WWC Check) and checks of social media accounts.

Beaconhills College is committed to Equal Employment Opportunity principles and is committed to the principles of merit-based selection, equity, diversity and procedural fairness in our recruitment process.

Aboriginal and Torres Strait Islander peoples are encouraged to apply for all positions at Beaconhills College.