



Position Description

Position Title: Administration Officer (AO)
Reports to: Dean: School of Education and Humanities & Associate Head of School - Business
Type of Employment: Full Time
Organisational Unit: School of Education and Humanities and School of Business
Remuneration: In accordance with the *Educational Services (Post-Secondary Education) Award [MA000075]*

Background

Christian Heritage College (CHC) was established in 1986 by the Christian Outreach Centre, now known as International Network of Churches (INC), because of its vision for higher education in Australia. From small beginnings, CHC has gained recognition as a provider of standing in the Australian higher education sector.

CHC offers a range of undergraduate and postgraduate courses in Business, Education, Liberal Arts, Ministries and Social Sciences which contain a unique combination of personal growth and professional academic studies within a Christian worldview. CHC is a place where lives are transformed, and people are equipped to have an influence on the world around them.

The School of Education and Humanities as well as the School of Business offers accredited undergraduate and postgraduate university-level courses. There is a core complement of permanent academic staff supplemented by sessional lecturers, supported by the Administrative Officer.

Primary Purpose

To provide administrative support and functionality for the School of Education and Humanities and the School of Business.

Scope of Position

The Administration Officer (AO) plays an integral role to support the effective functioning of the school and is responsible for a broad range of administrative functions. The scope of this position includes developing and maintaining effective systems, processes and communication to the Dean, staff, and student.



Within the organisational structure of CHC, the AO reports directly to the Dean or Associate Head of School while collaborating closely with School academic staff, other administration staff, particularly staff in Admissions and Registry.

Duty Statement

Key Responsibilities:

The key tasks and responsibilities of the Administration Officer role include, but are not limited to:

- Support staff in academic administration.
- Provide practicum support where required including supporting staff, students, and industry partners.
- Effectively communicate with external and internal stakeholders
- Create and maintain effective academic administrative systems and communication.
- Preparing and editing correspondence, reports, and presentations
- Liaising with other departments and schools to ensure that information and other reporting requirements are provided in an effective and timely manner.
- Collaborate and work with relevant staff and stakeholders to deliver quality events as required.
- Managing projects and other functions as determined by the Dean: School of Education and Humanities and Associate Head of School – Business.

Workplace Health and Safety

All employees have an obligation to comply with CHC's workplace health and safety policies, procedures, and instructions to ensure a safe workplace.

Equal Opportunity

CHC is an equal opportunity employer. All employees are required to be aware of and demonstrate a commitment to the principles of equal opportunity in the workplace.

Staff Development

All employees are required to participate in staff training and development activities to assist in the achievement of individual/work objectives.

Use of Equipment

During the performance of duties, the Administration Officer will encounter and is expected to operate the following:

- Personal computers and Microsoft Office Suite
- Microsoft Edge or other Web Browsers
- Office equipment e.g., printers, photocopiers, facsimile machines
- Various other software packages as required.



Specific training in the above will provided, as required.

Selection Criteria

Qualifications and Experience:

- Experience in a high-level administrative role essential. Previous academic administrative role is not essential but would be highly regarded.
- Initiative-taking, organised, detail orientated, with excellent time management skills.
- Be able to prioritise work, work under pressure and work well autonomously as well as collaboratively as part of a team.
- Ability to anticipate needs, action required and to take initiative.
- A commitment to equal opportunity and experience working with diverse populations.
- Actively support and promote the ethos of CHC.

Personal Qualities:

- Excellent people skills which enable effective communication with students and staff
- Willingness and ability to accept responsibility and to work with minimal direction.
- Ability to prioritise competing work demands to meet internal and external deadlines.
- Commitment to support the vision, values, and strategic directions of CHC.
- Mature Christian character
- Active involvement in a local Church

Glossary of Terms

CHC Christian Heritage College
IT Information Technology