



LA SALLE COLLEGE

ROLE DESCRIPTION

Administration Officer - Careers

---

ACCOUNTABLE TO:	VET Coordinator
LEARNING AREA:	Careers
EMPLOYMENT CONDITIONS:	The Roman Catholic Archbishop of Perth Non Teaching Staff Enterprise Bargaining Agreement 2014
LEVEL / STEP:	According to experience and qualifications

---

### LA SALLE COLLEGE MISSION

In keeping with the tradition begun by St John Baptist de La Salle, La Salle College is committed to providing a quality education for the whole person within a Catholic community. The foundations upon which our College is built are:

- A strong sense of community
- A rich pastoral care system
- A nurturing spiritual environment
- A commitment to excellence

### ROLE OUTLINE

The Administration Officer – Careers is responsible for providing efficient and professional administrative support for the Careers team. They support the VET Coordinator to produce, maintain and store information relevant to Careers, VET, and the Onsite program at the College.

Within the role, the Administration Officer - Careers supports the Catholic Identity of the College and works collaboratively with other staff and members of the school community. In addition to their day to day duties, the Administration Officer - Careers undertakes other duties directed by the Principal.

## KEY ACCOUNTABILITIES

### 1.0 CATHOLIC IDENTITY AND MISSION

- 1.1 Gives personal witness to Catholic values in their day-to-day duties and engages students, staff and the community in the mission of the College as a Catholic school
- 1.2 Seeks or maintains Accreditation to Work consistent with Catholic Education Commission Western Australia (CECWA) policy

### 2.0 ADMINISTRATIVE SUPPORT

- 2.1 Enters and maintains Endorsed Programs and VET enrolments and results using AoS and SIRS for reporting to the Curriculum Council, CEWA and Registered Training Organisations (RTOs)
- 2.2 Completes VET enrolment forms and other documents to address AQTF requirements
- 2.3 Assists the VET Coordinator to produce and store relevant documentation pertaining to work experience students
- 2.4 Assists with the production and follow up of necessary paperwork and procedures to support the work experience program
- 2.5 Liaises with work experience employers to set up and confirm work experience placements for students
- 2.6 Liaises with the Regional Onsite Coordinator and other Onsite staff regarding documentation
- 2.7 Produces, completes and documents tracking surveys of students who have graduated from the College in previous year
- 2.8 Maintains a filing system to store Career, VET and Onsite information and documents
- 2.9 Liaises with Careers department staff in the College and Onsite staff to maintain student records
- 2.10 Assists with the production, follow up and storage of documentation pertaining to students involved in the Onsite program, including necessary paperwork, interview organisation, induction, Logbooks, placements
- 2.11 Maintains photograph library of students in the workplace for various school documents and publications
- 2.12 Assists students with organising and/or identifying work placements.
- 2.13 Liaises with industry, education, training and ex-student representatives to organise guest speakers, expos, tours and to attend various events coordinated by the Careers department.
- 2.14 Assists with the administrative checks to obtain a unique student identifier (USI)
- 2.15 Maintains an up to date database of student information on AoS
- 2.16 Completes other general administrative duties as requested

### 3.0 ENGAGING AND WORKING WITH THE COMMUNITY

- 3.1 Builds and maintains strong working partnerships with students, staff, parents and the wider community
- 3.2 Understands the broader community within which the College resides and is aware of the cultural, social and political characteristics that inform the needs of students, families and carers and the challenges they face
- 3.3 Contributes to the development of a College environment that is welcoming, hospitable, life-giving and just

## SELECTION CRITERIA

The individual appointed to the position of Administration Officer must:

- Have previous experience in a similar role, preferably in a school setting
- Be able to maintain professionalism under pressure
- Possess excellent attention to detail
- Have excellent telephone manner and customer service
- Have the ability to work effectively as part of a team
- Be able to hold and maintain a high level of confidentiality and discernment
- Possess a high level of interpersonal and communicative skills
- Have the ability to be proactive and demonstrate initiative
- Be proficient in the use of Microsoft Word and Excel
- Have knowledge of school administrative systems e.g. SEQTA and AoS
- Hold a current Working with Children Check and a Nationally Coordinated Criminal History Check
- Be an active member of the Catholic Church or be free from any impediment to full acceptance by the Church

### DOCUMENT CONTROL

Version: 1.0 Reviewed: May 2021 Next Review: May 2022 Reviewed By: HR