



## POSITION DESCRIPTION

**POSITION:** Administration Officer – Operations & Analytics      **STATUS:** Full-time/Term-time  
(6.45am-2.51pm)  
**REPORTS TO:** Director of Operations & Analytics      **DATE:** September 2021  
**CLASSIFICATION:** School Officer Level 4

---

### **Purpose of Position:**

Provide administration support to the Director Operations & Analytics and Deputy Principal – Teaching & Learning in relation to supervision processes, examination setups, data entry and system administration.

### **Knowledge Application: (8)**

Practical and procedural knowledge across a technical or specialist area.  
Organisational, procedural or policy knowledge.  
Sound understanding of relevant statutory, regulatory and policy frameworks in order to draw conclusions, interpret and apply guidance material and resolve recurring problems.

### **Accountability: (6)**

Accountable for planning own work goals and priorities that align with and achieve own and team/group outcomes.  
Responsible for the accuracy and timeliness of advice provided in relation to an area of responsibility and awareness of the impact of emerging issues on activities.  
Accountable for the achievement of own results which contribute to team/group goals

### **Scope & Complexity: (10)**

Work is moderately complex to complex in nature and relates to a range of activities.  
What needs to be done involves using available information however options are not always evident.  
Interpretation, analysis and some judgement are required to select an appropriate course of action

### **Guidance (10)**

Works under limited supervision to progress a series of activities within recognised guidelines.  
There is a clear statement of overall objectives and in consultation with supervisor decides on tasks and activities to be undertaken and required deadlines.  
Work follows well defined and detailed policies, technical or professional guidelines and accepted practice to achieve specific outcomes. There is some discretion to vary or tailor these.  
Some judgement is required to resolve workplace issues with supervision provided for complex or difficult issues.

### **Decision Making: (8)**

Decisions are within defined parameters and related to an area of responsibility.  
Decisions are based on policy, procedures and working standards that provide only general guidelines and impact on the work area or specific function.  
Information and advice are provided which may be taken into consideration by other decision makers.  
Actions of the position impact operational efficiency or output, or service delivery for a work area over the medium to short term.

### **Problem Solving: (6)**

Work generally involves straightforward, well defined tasks.

Problems are similar and are generally solved by reference to clear procedures and past experience, or by referral to others.

Some initiative is required in completing still largely procedural tasks, for example in responding to varying circumstances.

Creating and making minor changes to standard procedures and methods may be necessary.

### **Contacts & Relationships: (6)**

Liaise with stakeholders/others, deliver specific services and assist to resolve straightforward matters.

Apply standard procedures to meet requirements and offer assistance to solve problems.

Deliver an effective customer service and provide quality, accurate and consistent advice.

Represent the work area at internal meetings.

### **Negotiation & Co-operation (6)**

Contact with stakeholders/others is generally in terms of advice and support rather than simply providing information.

Issues are generally not contentious but require establishing how needs can be met.

A level of tact, diplomacy or persuasion is necessary.

### **Management Responsibility/Resource Management: (4)**

Little or no supervisory responsibility.

May assist with work familiarisation, initial training and support to new or less experienced colleagues.

Prepares routine financial and resource information.

Uses equipment with reference to established procedures and practices.

### **Typical Duties:**

Typical duties performed may include, but are not limited to:

#### **TASS Administration**

Undertake TASS Administration relating to;

- Student subject changes in TASS as required
- Maintaining links in Student Café, Parent Lounge and Teacher Kiosk
- Design and produce professional “How To” documents which present information, including graphics, graphs and tables, in the most effective and accessible manner for users of Student Café and Parent Lounge

Supporting the College Leadership Team with the ongoing implementation of TASS functionality to gain operational efficiencies and increased utilisation of TASS functions

#### **Student Management**

Assisting Deputy Principal Teaching and Learning with maintenance of senior enrolments and tracking of student progress towards QCE requirements.

#### **Business Intelligence Tool Administration**

Support the use of the Business Intelligence Tool through data entry, trouble shooting and adhoc tasks as the tool is implemented and developed.

#### **Other Administration**

Support the Business Development Officer with Enrolment form Data Entry during peak periods

Support this Director Operations and Analytics with;

- Daily Supervision processes
- Examination set-up

## **General Terms of Appointment**

- Be supportive of the Catholic ethos of the school.
- Support the Strategic Plan and the School Improvement Plan.
- Take full responsibility for compliance with the Staff Code of Conduct.
- Take full responsibility for compliance with all school policies and procedures.
- Possess and maintain a current positive notice blue card for child related employment.
- Comply with all requirements of St Ursula's College Student Protection Policy and Procedures.

Given the dynamic environment in which the College operates, the Principal may alter the roles and responsibilities of this position at her discretion, in order to most effectively, serve the needs of the College.