



POSITION DESCRIPTION

POSITION DETAILS:	
POSITION TITLE	COLLEGE ADMINISTRATION COORDINATOR
REFERENCE NUMBER	UQCHR020.2018
SALARY	\$2,504.96 per fortnight plus 9.5% Superannuation and 17.5% leave loading on 4 weeks annual leave or a pro-rata amount.
LOCATION	UQ College, St Lucia

PRIMARY PURPOSE:			
<p>To provide overall supervision and coordination of administrative functions including but not limited to applications, enrolments, finance, human resources, planning support and policy interpretation for UQ College. This position provides high level administrative support for the College through the Manager Business Development.</p>			
WORKING RELATIONSHIPS:			
DIRECT MANAGER	Manager – Business Development		
DIRECT REPORTS	Administration Staff		
KEY INTERNAL RELATIONSHIPS		KEY EXTERNAL RELATIONSHIPS	
Position	Frequency	Position	Frequency
<ul style="list-style-type: none"> • Manager – Business Development • Administration Staff • Lecturers/Teachers/Coordinators • CEO • General Manager, Education and Training 	Daily Daily Regularly Regularly Regularly	The University of Queensland QTAC Axcelerate ASQA	Regularly Regularly Regularly Regularly
PEOPLE		TECHNICAL	
<ul style="list-style-type: none"> • Supervise administration staff 	<ul style="list-style-type: none"> • Coordinate the corporate administration functions of the College. • Systems Administrator for the College’s VET Student Management System • Coordinate the College Quality System in relation to planning support and policy interpretation for UQ College 		

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KEY RESULT AREAS:	
Compliance and Business Improvement	<ul style="list-style-type: none"> Implementation of policies, procedures and work instructions to comply with the regulatory authorities within TEQSA and VET. Identification of opportunities for process improvement, recommends solutions and implements initiatives as agreed.
Administrative Support	<ul style="list-style-type: none"> Coordination of the processing of corporate administration functions within the College in a timely and efficient manner.
Staff Engagement	<ul style="list-style-type: none"> Staff are educated and aware of policy and procedural and system requirements.
Student Management System	<ul style="list-style-type: none"> Meets regulatory requirements and works to meet student demand.
KEY ACTIVITIES:	
Compliance	<ul style="list-style-type: none"> Assist with the development and maintenance of corporate policies to ensure compliance with the regulatory requirements. Assist with ongoing compliance assessment and reporting relating to: RTO/AQTF, ESOS and ASQA. Provide accurate and timely information on policy and regulatory changes affecting provider registration and course accreditation. Assist with processes for internal and external audit and self-assessment against relevant Standards and other audit processes.
Business Improvement	<ul style="list-style-type: none"> Support the business improvement agenda for the College. Instruct staff in continuous process improvements.
Administrative and Systems Support	<ul style="list-style-type: none"> Processing of administrative activities including, Human Resources, Finance, IT and Property & Facilities Oversee administrative activities of the College, ensuring accuracy and compliance with the College's policies and procedures. Oversee administrative functions relating to programs in higher education. Accurate reporting of VET enrolments within the College student management system. Establish and maintain orderly administrative processes / systems to ensure all systems comply with relevant regulations.
Staff Management	<ul style="list-style-type: none"> Oversee activities of Administration Staff, including recruitment, performance management, development and application of disciplinary processes as necessary.

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Staff Engagement and Development	<ul style="list-style-type: none"> Foster good relationships between the College and its teachers, including but not limited to; training the teachers in the Student Management Systems and being the point of contact for the systems. Participate in professional development, team education and training.
OPERATING ENVIRONMENT, FRAMEWORK, BOUNDARIES:	
<ul style="list-style-type: none"> The activities of this role are conducted within the office environment. Supervise and coordinate administrative functions within the College. 	
PROBLEM SOLVING/COMPLEXITY OF POSITION:	
<ul style="list-style-type: none"> The role is integral in ensuring the College complies with all regulatory authorities, and therefore has the important responsibility of making sure all corporate policies, procedures and work instructions are interpreted and followed correctly. Ensure that the student management processes meet all regulatory requirements and operates in a timely and efficient manner to meet student demand. 	
DECISION MAKING AUTHORITY AND RESPONSIBILITIES:	
<ul style="list-style-type: none"> Makes recommendations on office process improvement and resolutions to issues. Supervision of Administration staff. Recommendations to Manager – Business Development regarding staffing issues, such as recruitment, development planning, performance management and/or disciplinary activity. 	

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SELECTION CRITERIA:

Within the context of the position description above, the ideal applicant will be someone who has the following key capabilities:

- Demonstrated knowledge and understanding in the application and enrolment process within a Registered Training Organisation and related policies and procedures and the ability to work within these boundaries.
- Demonstrated high level analytical and problem solving skills with the ability to use initiative and provide sound advice and recommendations to resolve issues.
- Demonstrated experience in the use of Human Resource and Finance systems.
- Proven ability to work autonomously or as part of a team while remaining professional, approachable, flexible and responsive.
- Highly developed organisational and time management skills with the ability to prioritise and manage tasks or projects and manage pressure associated with multiple work priorities.
- High level communication and interpersonal skills with the ability to work collaboratively and develop and sustain productive stakeholder relationships.

Qualifications / Requirements

Highly desirable requirements:

1. Experience in the Administrative support of students.
2. Working in a team in a coaching or leadership capacity.
3. Understanding of VET Standards and TEQSA requirements.
4. Development of Policies and Procedures within a corporate environment.
5. Experience in the use of a Student Management System (aXcelerate).
6. Experience in the use of MYOB and Account Right.

How to Apply

To apply for this role, please provide the following:

A covering letter that outlines your knowledge, skills and ability to fulfil the responsibilities of the role (maximum of 2 pages);

A comprehensive resume which contains the contact details of at least two (2) referees, one of whom should be your current or most recent supervisor.

Closing Date – 9 November, 2018

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AUTHORISATION:

Direct Manager: Business Development Manager

Signature:

Date:

Employee:

Signature:

Date:

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