

ONSITE ADMINISTRATION & PLACEMENT OFFICER

POSITION DESCRIPTION

POSITION TITLE:	ONSITE Administration and Placement Officer
ACCOUNTABLE TO:	ONSITE Manager
SALARY SCALE:	Administrative and Technical Officers
CATEGORY:	Category C (42 weeks work)
FTE	72.393 (30 hours per week)
SALARY LEVEL:	Level 3
SALARY STEP:	? (TBA subject to work experience)
DATE LAST UPDATED:	November 2024
ACCREDITATION LEVEL:	Accreditation to Work in a Catholic School

ROLE: This position is the interface between school coordinators, students, TAFE and workplaces participating in the ONSITE Work Placement Program and VET courses. This role markets the ONSITE program, sources work placements and provides data exchange and liaison with relevant parties. Consistent and accurate administrative support ensures the delivery of an effective work placement program and improved educational outcomes for students.

PRIMARY ACCOUNTABILITIES

- Work Placement
 - a. Conduct student selection interviews.
 - b. Market the ONSITE program to host workplaces and the business community.
 - c. Source appropriate work placements for students.
 - d. Monitor students and host workplaces throughout the scheduled placement via courtesy calls
 - e. Liaise with students, host workplaces and school coordinators to ensure the flow of essential information.
 - f. Provide support to students and host workplaces to resolve related work experience issues.
 - g. Liaise with school coordinators to provide feedback from workplaces related to work experience issues
 - h. Liaise with host workplaces to provide advice and assistance with student assessment and compliancy.
- VET Courses
 - a. Plan student selection interviews
 - b. Collate VET enrolment data and forward to TAFE
- Administration:
 - a. Data entry including placement letters, workplace feedback and placement tracking records.
 - b. Participate in meetings as required

- c. Participate in professional development activities as required.
 - d. Assist with ongoing evaluation and reporting for the ONSITE Work Placement Program
- Undertake other duties including:
 - a. Provide informed and friendly customer service to all students, school coordinators, work hosts, staff and industry partners.
 - b. Other duties as directed by the Principal or his delegate.

SHARED ACCOUNTABILITIES

Commitment to Child Safety

- Be familiar with the CEWA Child Safe Framework and its underpinning concepts.
- Undertake Child Protection Procedures and Mandatory Reporting training on an annual basis.
- Take a shared responsibility to ensure ongoing support for a child-safe culture within the Catholic Education system.

Commitment to School's Key Initiatives

- Be familiar with School's key initiatives and take action to contribute to their achievement.

Occupational Safety and Health

- Take a shared responsibility to ensure the safety and well-being of self and others within the workplace.
- Report any unsafe practices or equipment in accordance with procedures.

Community

- Promote and uphold CEWA as a diverse and inclusive employer.
- Contribute to the achievement of a positive and effective team and work environment.
- Provide active witness to the Code of Ethical Conduct.
- Commit to the objectives and ethos of Catholic Education.

Strategic Direction

- Be familiar with, and put into practice, the Catholic Education Commission of Western Australia Strategic Initiatives 2030

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Aranmore Catholic College

SELECTION CRITERIA

A. ESSENTIAL:

- Commitment to the objectives and ethos of Catholic education.
- Ability to maintain confidentiality.
- Strong interpersonal skills.
- Ability to relate to adolescents.
- A service mind-set so that the Schools, students and workplaces participating in the ONSITE Workplace Learning program are provided with the service standards necessary to achieve their development objectives within the CEWA system priorities and accountabilities.
- Demonstrated experience of working and communicating effectively and collaboratively with staff and industry partners to achieve objectives.
- Demonstrated ability to work independently, to prioritise work, take initiative and meet deadlines.
- Experience in administrative support, with demonstrable skills in consistent and accurate data management.
- Competent level of computer skills and knowledge including experience in Excel, Word, Outlook, database and internet applications.

B. HIGHLY DESIRABLE:

- Experience in people placement or a related field would be an advantage, but is not essential.
- Experience in a school environment would be an advantage but is not essential.

CONDITIONS OF EMPLOYMENT SPECIFIC TO THE POSITION OF ONSITE ADMINISTRATION & PLACEMENT OFFICER

The salary range for this position is Level 3 Step <TBC> of the Administrative and Technical Officer salary scale Category C, FTE 72.39- (\$49,187 per annum – Step 1 to \$53,863 per annum – Step 6). This is a part time, contract position for 12 months, with potential for ongoing, commencing 20 January 2025

The successful applicant will be required to work towards and obtain Accreditation to Work in a Catholic School. The successful applicant will be subject to a Working with Children Check and a National Police Record Check.