

POSITION DESCRIPTION

POSITION TITLE	Administration Officer – SA/WA
LAST UPDATED	June 2021
DEPARTMENT	Administration
REPORTS TO	State Manager
CLASSIFICATION	Administration Officer
DIRECT REPORTS	Nil
LOCATION	State Office (SA)
ENVIRONMENT	<p>AFL SportsReady is a national not for profit employment and education company that has facilitated employment, education for thousands of Australians since 1994. While having a history of excellence in the football industry, we now work across sectors including the arts and creative industries, education, business and the broader sports and recreation sector. As part of this work, we support many trainees right across the country through our Group Training operations.</p> <p>We continue to increase our footprint through our growing Aboriginal and Torres Strait Islander employment program, the expansion of the work we do through our Registered Training Organisation, SportsReady Education, and our well established ArtsReady program.</p> <p>AFL SportsReady is governed by a volunteer Board of Directors, and has a passionate staff team of over 80 people. With offices in all states across the country, we enjoy excellent relationships with a range of corporate partners, all levels of Government and community.</p>
VALUES	<p>AFL SportsReady's values represent who we are, and what we hold as most important. Our values are:</p> <p>Respect - we listen to and learn from others Excellence - we strive for excellence in all that we do Pride - we have pride in what we do and where we work Ethics - we are ethical in our decision-making and behaviour Accountability - we do what we say we will do Team - together we are more than the sum of our parts</p>
PRIMARY PURPOSE OF THE ROLE	<p>The purpose of the role is to provide support to administer AFL SR's state based employment and education programs and services.</p> <p>The key responsibilities of this role include:</p> <ul style="list-style-type: none"> • Provide support to administer AFL SR's state based employment and education programs and services • Contribute to reporting and data management and entry for SA and WA operations and National office • General administration • Stakeholder and customer relationship management • Other duties

KEY RESPONSIBILITIES	<p>Provide support to administer AFL SR's state based employment and education programs and services</p> <ul style="list-style-type: none"> • Provide general administration support relating to state office operations and national office requirements. • Manage and coordinate GTO administration and paperwork, communication and record keeping. • Manage and coordinate RTO administration and paperwork, communication and record keeping. • Assist with induction planning and delivery as required. • Coordinate engagement with external agencies as required and provide support for external communication activities. • Follow policies and procedures to ensure that administration and record keeping is compliant. <hr/> <p>Contribute to reporting and data management and entry for SA and WA operations and National office</p> <ul style="list-style-type: none"> • Monitor data using trainee management system and ensure state team data is up to date. • Provide assistance to prepare scheduled and ad-hoc reports. • Review and edit necessary forms and paperwork. • Assist with claiming and invoicing as required.
QUALIFICATIONS, EXPERIENCE, SKILLS & VALUES	<p>General administration</p> <ul style="list-style-type: none"> • Provide support with duties such as meeting minutes, bookings, editing necessary forms and paperwork and ordering resources. • Assist in the development and implementation of policies and procedures. • Provide training to other staff. • Assist with event management eg logistics • Contribute to company-wide projects where relevant. • Provide support with general company administrative duties e.g travel bookings. <hr/> <p>Stakeholder and customer relationship management</p> <ul style="list-style-type: none"> • Assist with external communication (mail outs, letters, emails). • Provide effective customer service to a range of external and internal stakeholders. • Develop and manage stakeholder relationships when required • Attend relevant career expos and other events when required <hr/> <p>Other</p> <ul style="list-style-type: none"> • The employee may be asked to perform other duties as required across the company • This position will involve some after hours and occasional weekend work • The employee is expected to participate in company activities such as annual strategic planning and reviews • Where procedures are not clearly defined, the employee is expected to exercise judgement and initiative, and seek clarity where required
	<p>ESSENTIAL</p> <ul style="list-style-type: none"> • Minimum 2 years administration experience • Excellent attention to detail • Demonstrated skills in working in a team environment • Demonstrated understanding and practice of respect for people across a range of backgrounds and cultures • Capacity to work independently and accept responsibility for specific tasks • Ability to follow systems and processes to maintain accurate records and budgets • Ability to manage daily priorities to delivery timely and high quality work • High level proficiency in Microsoft and other IT programs • Effective written and verbal communication skills <p>DESIRABLE</p> <ul style="list-style-type: none"> • Relevant RTO or GTO administration experience • Proficiency with JobReady RTO application (student management system) • Experience with preparing and submitting national VET data and state based claims • Working knowledge of the Standards for Registered Training Organisations (RTOs) • Working knowledge of VET funding contracts