



Position title	RTO and Learn Local Administration officer
Location	496 High Street Northcote, Victoria
Report to	Chief Executive Officer
Supervision	RTO and Learn Local Manager
Classification level	Social and Community Services Employee – Level 4
Hour's	.8 EFT permanent part time
Contract period	12 months

The Victorian Aboriginal Community Services Association Limited (VACSAL) is the recognised state-wide Peak Advisory body on Aboriginal community issues. VACSAL is a community based, community controlled organisation, comprising representatives from Koorie organisations across the state. As well as having an advisory role VACSAL also delivers and manages a range of critical community services across Victoria. VACSAL RTO as a registered training organisation (RTO) aims to provide high quality training and assessment programs.

Position Summary

The RTO and Learn Local Administration Officer is responsible for the maintenance and monitoring of student records and information that relates to VACSAL RTO. The Administration officer supports the RTO and service delivery with their comprehensive RTO knowledge to ensure the organisation's success as a provider of quality training and assessment.

PART A: Position Specifications

Operational Management Environment

The administration officer is located within VACSAL RTO and forms part of the RTO team, which is responsible for the operation of the VACSAL RTO.

This administration officer is primarily based at the VACSAL RTO office. Where the delivery of workshops has been arranged at a venue other than VACSAL RTO the administration officer may be required to attend. From time to time the position requires attendance at other venues for meetings and forums.

Scope of the Position

The administration officer has authority as delegated by the RTO Manager.

The administration officer is accountable to:

- the RTO Manager, the CEO and the wider community for practice according to the philosophy, policies and goals of the organisation.
- the RTO Manager for a high standard of work practice.

Organisational Structure and Reporting Relationships

The administration officer reports directly to the RTO Manager for day to day tasks, supervision and organisational work plan requirements. The RTO Manager reports directly to the CEO.

Primary Duties and Responsibilities

The Administration officer:

- Update and review the RTO systems and processes as required.
- Work with the RTO manager to coordinate the administrative compliance requirements of training and assessment systems to comply with VRQA, ACFE and Skill First funding requirements.
- Ensure that all enrolment documentation is complete, compliant and entered into the Student Management System (SMS) using the correct funding status code.
- Assist, where required, to prepare funding submissions to increase the range and scope of accredited training programs.
- Conducting regular internal audits of student files to identify compliance issues and implement corrective actions as necessary.
- Prepare training rooms including catering when required.
- Assists in the coordination of student recruitment, enrolment, induction and support services.
- Provides potential students and their employers with RTO related information as required.
- Maintains electronic and hard copy records, including updating student files.
- Maintains the RTO records using VACSAL's SMS.
- Monitors version control of RTO related documents and ensures version control processes are compliant.
- Liaises with RTO staff to organise printing and workshop requirements.
- Ensure you have a sound knowledge of all VACSAL programs
- Create a yearly work plan, ensuring it aligns with your KPI's and is in conjunction with your program and the Strategic Plan. Ensure it is updated bimonthly as part of your Supervisor Sessions
- Attend bi monthly Supervisor Sessions.
- Assist with VACSAL community events such as NAIDOC activities, sports carnivals etc.
- Attend VACSAL 'In Service' and AGM annually
- Undertake other duties that are peripheral to the main tasks, provided that such duties are reasonably within the employee's skills, competence and training.

PART B: Person Specifications

Qualifications

- Certificate III in Business Administration (preferred).

Skills, Knowledge and Ability

- Commitment to a high level of service and improving outcomes for Aboriginal students.
- Experience working in the Vocational Education and Training (VET) and Learn Local sector.
- Experience working in a cross-cultural environment.
- Knowledge and understanding of Aboriginal and Torres Strait Islander cultures.

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- Well-developed interpersonal skills with the ability to communicate effectively with people, particularly Aboriginal and Torres Strait Islander people.
- Ability to work with others as a member of a team.
- Ability to show initiative and work independently.
- Knowledge and understanding of continuous improvement processes.
- Advanced level of computer literacy knowledge of Microsoft Office (Word, Excel, Outlook).
- Advanced Skill set in VETtrak or similar student management software.
- Knowledge and skills in contemporary human resource management practices including workplace health and safety, equal employment opportunity and anti-discrimination.

Standards of Practice

- Maintain professional standards of practice.
- Practise within an evidence-based framework.
- Participate in ongoing professional development of self and others.

Additional Factors

- Current Australian Federal Police Check prior to appointment to the position.
- Driver's license (preferred).
- Some after hours work and travel may be required.
- Current Working with Children's Check (WWCC).
- Full vaccination against COVID

PART C: Selection Criteria


- Demonstrated experience of the VET and Learn Local sector administration.
- Demonstrated ability to use an electronic student management system.
- Ability to adapt to different situations and ensure continuous improvement.
- An excellent eye for detail.
- Outstanding organisational, interpersonal and communication skills preferably with experience working with Aboriginal peoples.
- Extensive knowledge of and commitment to working in a community organisation.
- Ability to prioritise and work within timelines.
- Ability to work as part of a team.
- Initiative and pro-active approach to student recruitment and retention.

Key Performance Indicators

- Compliance with requirements of training packages and VET sector obligations.
- Adherence to VACSAL RTO's policies and procedures.
- Successful development and implementation of courses.
- Feedback and evaluation from employers.

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The preceding information is an accurate statement of the requirements and employment of this position, at this time.

Signature: 
(Chief Executive Officer)

Date: 19/01/22

Applications for this position must include the following:

- 1 Written cover letter that outlines why the applicant believes that he/she would be suitable for this position.
- 2 Detailed Curriculum Vitae that outlines educational and employment background, which must also include at least 3 referees.
- 3 A detailed response to the Key Selection Criteria.
- 4 Applications for this position close on **3 February, 2022**. Applications must reach VACSAL office by close of business that day.
- 5 **It is a mandatory requirement that all successful applicants will be required to provide a current Working with Children check, current National Police check and proof of full vaccination against COVID-19.**
- 6 Applications must be marked **Private & Confidential** and addressed to:

Linda Bamblett
CEO
Victorian Aboriginal Community Services Association Limited
496 High Street
Northcote, VIC 3070
Email: hr@vacsal.org.au

Further information or questions concerning this position can be directed to melinda.eason@vacsal.org.au. Please phone Melinda Eason on 9416 4266 if you require further information.