

- Under the direction of the SACE Flexible Pathways and Support Coordinator, develop and implement procedures and professional work practices for the administration of the Future Pathways team, including regular review of administrative operations and their effectiveness, making necessary and appropriate adjustments to remain aligned with College needs.
- Manage the entire School Based Apprenticeship and Traineeship (SBAT) enrolment process, including adhering to all legislative and compliance requirements, ensuring completion of all documentation, for students with approval to study a SBAT.
- Administer all Workplace Learning documentation, including Agreements, risk assessments, WHS compliance, and employer declarations per College, CESA, and SACE guidelines.
- Provide a high-level advanced administrative service, handling confidential and sensitive information exercising substantial discretion and judgement.
- Undertake administrative functions in high-demand times to manage student needs and support the activities of the Flexible Pathways team.
- Maintain current information regarding VET offerings on relevant College and CESA platforms.
- Manage the end-to-end VET enrolment process, including applications, eligibility testing, evidence collection, and training coordination, while ensuring accurate recording of enrolments and outcomes in SACE Schools Online in alignment with RTO-issued Statements of Attainment and SACE credit eligibility via the VET Recognition Register.
- Monitor and track student progress in VET and SBAT programs, including but not limited to attendance, assessment, and course completion.
- Undertake pre-placement site visits for high-risk Work Placements, which may include attendance at site to assess safety measures and provide a high-risk placement briefing to students attending.
- Coordinate student training to be delivered onsite (e.g. White Card training).
- Support students to obtain a Unique Student Identifier (USI).
- Actively lead and support the organisation of, and positively participate in, required school events/activities, meetings, required training and professional reviews.
- Undertake other duties, as required by the Principal (or delegate).

Person Specification

- Commit to upholding and actively contributing to the Catholic Ethos of the College
- Demonstrated skills and experience in applying specialised administrative knowledge with depth in areas of responsibility. Experience working in a comparable position/school environment is highly desirable.
- High level knowledge and application of relevant policies, procedures and associated obligations to demonstrate continued compliance.
- Demonstrated experience in undertaking research and investigations which may be extensive to support leadership priorities and deliver effective outcomes.
- Full ICT competency and advanced proficiency using a computer and applicable programs, particularly Microsoft Office (i.e. Word, Excel, Outlook, PowerPoint), databases and other ICT equipment, and full technical competency to operate office equipment, and ability to train and support others with same.
- Excellent interpersonal and communication (written and verbal) skills to deal with complex and sensitive issues, be an effective role model and lead and support others as a team leader and member and positively engage and interact with the broader school community and with external parties. Demonstrated experience in leading and supervising others to achieve group outcomes within broad parameters is required
- Demonstrated experience working under minimal direction, being accountable for own and service outcomes within broad parameters, requiring no guidance during the performance of work to effectively achieve stated objectives.
- Ability to initiate, analyse, design, plan and execute and evaluate major, broad, or highly specialised functions or complexity within area of accountability.
- Excellent organisational skills and experience in exercising substantial autonomy in decision making for the administrative function using a wide-range of highly specialised skills to ensure the work requirements and output of the team are successfully achieved.
- Able to generate and evaluate ideas through the analysis of information and concepts at an abstract level to ensure a professional administrative function and responsive customer service exists to meet the school's needs.

- Demonstrated high-level experience in maintaining confidentiality.
- Willingness and experience in positively leading and supporting school activities/events, attend meetings and undertake required training, ensuring engagement of others as required.
- Demonstrated ability to follow procedures and lead and deal effectively with emergencies and/or unexpected situations, including supporting others as required.

Desirable requirements

- Previous experience working in Vocational Educational and Training in schools
- Previous experience and/or studies in administration and/or management
- Experience in the use of learner management systems and databases

Role Requirements

- A Diploma/Advanced Diploma in Administration or Business (or equivalent) comprising of two years of study and/or relevant demonstrated knowledge and experience in a comparable role.
- Act in accordance with the CESA Code of Conduct and the Charter for Staff in Catholic Schools in South Australia
- Current and acceptable Working with Children Clearance and screening to work in Catholic Education SA
- Acquire and maintain Catholic Police Clearance to work in Catholic Education SA
- Current Responding to Risks of Harm, Abuse & Neglect – Education and Care certificate
- First Aid certificate (HLTAID012)
- Disability Standards for Education training
- As a worker, comply with the SA Work Health & Safety Act 2012 and, while at work, take reasonable care for their own health and safety.
 - Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons.
 - Comply, in so far as you are reasonably able, with any reasonable instruction given by the employer.
 - Co-operate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers.

Being vaccinated against COVID-19 is not mandatory for CESA staff. It is highly recommended for all CESA staff to maintain vaccination status as recommended by the policy.

This position information document indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks and outcomes.