

Location:	Xavier College, Gawler Belt, Two Wells, Evanston, Riverlea Park
Employment Status:	Permanent, Part-time
Classification Level:	As per CESA Enterprise Agreement 2020 Education Support Officer, Grade 6, Administration
Normal hours of work:	8.30am – 4.30pm Monday – Friday (½-hour lunch break)
Stipulated number of ordinary hours:	37.5 hours per week, 41 weeks per year

- Coordinate and facilitate career development workshops, offering practical skills to prepare students for the workforce.
- Develop and maintain strategic partnerships with Universities, Registered Training Organisations (RTOs), and local industry employers to enhance student career insights, engagement opportunities, and broaden employment pathways.
- Manage the overall administrative process of disseminating tertiary information to senior students.
- Oversee and actively contribute to the maintenance of the College portal, ensuring it is regularly updated with events, key dates, resources, and pathways information relevant to students and staff.
- Conduct research and maintain up-to-date knowledge of post-school pathways, labour market trends and career development practices to inform and enhance career guidance services.
- Support with budget submissions and expenditure management, as required.
- Actively lead and support the organisation of, and positively participate in, school events/activities, meetings, required training, and professional reviews.
- Undertake other duties, as required by the Principal (or delegate).

Person Specification

- Commit to uphold and actively contribute to the Catholic Ethos of the College
- Demonstrated specialised, comprehensive and high-level professional skills to capably manage complex administrative matters.
- 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.
- Demonstrated experience in undertaking extensive research and investigation that leads to and informs the development of policy and strategies of significance to the strategic direction and governance of the school.
- Generate and evaluate complex ideas through the analysis of information and concepts and exercise significant independent professional judgement based on experience and expertise.
- Exceptional interpersonal skills to interact positively throughout the school community. This includes excellent written and verbal communication skills to successfully lead and work collaboratively within a team environment.
- Ability to use highly developed interpersonal skills to influence, persuade and/or motivate others to achieve critical objectives and to resolve complex conflict situations.
- Excellent organisational and time management skills including flexibility and ability to effectively prioritise workload and meet deadlines and motivate and support others to achieve the same.
- Demonstrate an understanding and application of professional boundaries.
- Demonstrated ability to maintain appropriate confidentiality.
- A commitment to ongoing professional development and learning in contemporary principles, standards, and practices.
- Demonstrated ability to lead and deal effectively with emergencies and/or unexpected situations.

Desirable requirements

- Graduate Certificate in Career Development or Master of Career Development (RMIT) (or other relevant qualifications)
- Experience in the use of learning management systems (SEQTA)

Role Requirements

- A higher education formal qualification (i.e. Degree) in Business, Accounting (or equivalent) and comprehensive relevant demonstrated knowledge and experience. Experience working in a school environment in a comparable position is highly desirable.
- Hold or willing to hold professional membership of the Career Development Association of Australia (CDAA)
- 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.