

POSITION DESCRIPTION

Position:	Administrative Assistant (Facilities & General Admin)– Part-time
Employer:	Prace
Responsible to:	Facilities Coordinator
Location:	Merrilands Community Centre, 35 Sturdee Street, Reservoir
Classification:	Adult Education Officer 3.1-3.3 Neighbourhood Houses & Learning Centres Workplace Agreement, 2016
Conditions:	12-month contract position, July 18, 2022 to July 18 2023. Part-time (22.5 hours per week), Hourly Rate \$25.86 to \$27.16 (depending on level of experience) Work days - Monday, Thursday & Friday 9.00am to 5.06pm (with a 30 minute unpaid lunch break) Salary Packaging available. Satisfactory National Police Records Check (essential) Working with Children's check or VIT Registration (essential) Certificate in First aid (desirable) 6-month probation Refer to the Neighbourhood Houses & Adult Community Education Centres Workplace Agreement 2016 for all other conditions

ORGANISATIONAL VISION

Changing lives through education

ORGANISATIONAL MISSION

Through the provision of accessible education opportunities that engender self-reliance and hope, we shape the community of tomorrow and break the cycle of poverty and disadvantage to enable people to improve their quality of life.

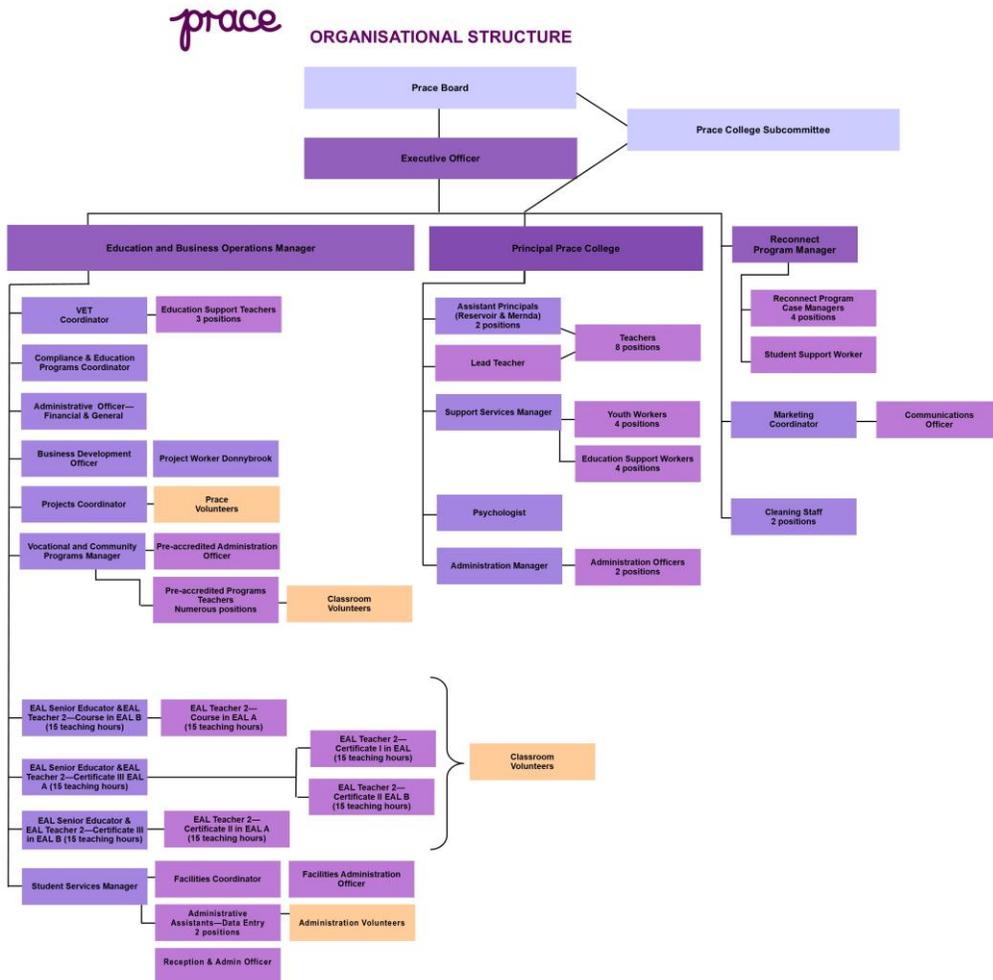
ORGANISATIONAL CONTEXT

Prace has, for nearly 30 years, provided innovative and high quality Adult Community Education (ACE) programs. Over this period Prace has increased significantly in size and scope of activities and currently receives funding from a range of local, state and federal government departments for pre-accredited and accredited as well as a range of community development and management activities.

Prace is :

- A Learn Local provider - delivering adult education and training programs through ACFE;
- A Registered Training Organisation (RTO) - a provider of accredited education and training programs recognised throughout Australia
- A funded Neighbourhood House
- A Registered Charity
- An Independent School: Prace College

Prace also manages the Merrilands Community Centre on behalf of the City of Darebin, supporting over 20 community groups who access the Centre. The Prace program, both education and community development, operates across 2 Prace managed sites, Merrilands Community Centre and Prace Mernda Campus, as well as in a range of other community venues within the Northern growth corridor of Melbourne.



The Administrative Assistant position is part of administrative team. It is essential that the team works together to achieve desired outcomes for the organisation. While you will report directly to the Student Services Coordinator, you will take direction from both the Prace Facilities Coordinator and Student Services Manager. You may also be required to liaise with teaching and coordination staff and deal with outside businesses and contractors as directed.

KEY RESPONSIBILITIES AND DUTIES

Facility Coordination Support:

- Meet and greet with venue hirers and stake holders
- Carry out facility hire tours and inductions
- Room scheduling
- End of day lock up of classrooms
- Venue hire administration
- Acquiring assets
- Maintaining various activity registers
- Responsible to maintain venue hire enquiry data base and carry out follow up to enquiries
- First Aid pack audits and stock replenishing for all sites

Reception and Administration as required

Carry out reception duties including:

- General administration i.e. Accessing and updating student records
- Answer course inquiries and book assessment interviews
- Data entry (including VETTRAK, ARMS, Excel)
- Support with basic administration duties as required
- Support and provide reception relief

General

- Support Prace safe work practices and assist in promoting safety as a requirement of day-to-day operations
- Contribute to organisation's commitment to providing child safe environment
- Ensure continued familiarity with Prace policies, procedures and Strategic Plan as relevant to position
- Work in concert with all Prace staff to realise Prace's values, mission, vision and Prace's College's school philosophy
- Maintain and develop one's own professional capability as per this position

The incumbent can expect to be allocated duties, not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying positions at this classification.

OCCUPATIONAL HEALTH AND SAFETY (OHS) AND ENVIRONMENTAL HEALTH AND SAFETY (EHS) RESPONSIBILITIES

All staff are responsible for the following safe work procedures and instructions:

Employees must:

- Comply with the Prace OH&S Policies and Procedures
- Adopt work practices that support health and safety in the workplace
- Take reasonable care for the safety of his/her own health and safety and that of other people who may be affected by their conduct in the workplace
- Seek guidance for all new or modified work procedures
- Ensure that any hazardous conditions, near misses and injuries are reported immediately to the supervisor
- Participate in meetings, training and other environment, health and safety activities
- Not wilfully place at risk the health or safety of any person in the work place
- Not wilfully or recklessly interfere with or misuse anything provided in the interest of environment health and safety or welfare
- Cooperate with Prace in relation to activities taken by Prace to comply with Occupational, Health and Safety and environmental legislation.

Supervisors are responsible for:

- Developing new work procedures, as required, in conjunction with relevant persons
- Providing all staff with relevant health and safety information in an appropriate manner
- Providing adequate supervision through technical guidance and support
- Providing appropriate facilities for safe storage, handling and transport of hazardous substances
- Ensuring that all accidents and incidents are reported.

The organisation has a responsibility to:

- Provide a work environment which meets OH&S legislative requirements
- Regularly review current work sites and new sites prior to service delivery in order to determine that they meet OH&S standards.

EQUITY AND DIVERSITY

Prace is committed to equal opportunity in education, employment and welfare for staff and students.

Prace and its staff are required to operate under the Equal Opportunity and Non-discrimination legislation which includes:

- Age Discrimination Act 2004
- Australian Human Rights Commission Act 1986
- Disability Discrimination Act 1992
- Racial Discrimination Act 1975
- Sex Discrimination Act 1984

CHILD SAFETY

Prace intentionally promotes and protects the interests and safety of children, and a child-safe environment for all children and young people in its care.

This will be achieved by:

- having a zero tolerance for child abuse
- working to actively listen to and empower children
- having systems to protect children from abuse, and will take all allegations and concerns very seriously and responding to them consistently in line with the organisation's policies and procedures
- being committed to promoting cultural safety for Aboriginal children, cultural safety for children from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability
- engaging only the most suitable people to work with children along with providing high quality supervision and professional development.

GOVERNANCE

Prace is governed by a Board with strong representation for all key operational areas.

Prace's strategic growth over the past 5-6 years reflects a depth of governance skills on the Board, as well as a strong ability to respond to opportunities as they arise. The Board is committed to open and transparent governance processes that embrace a culture of continuous improvement and critical self-evaluation.

All business activities are reported to the Board.

KEY SELECTION CRITERIA:

Essential

1. Proficient in Microsoft Word, Excel & email systems
2. Ability to enter data in a timely and accurate manner with high attention to detail
3. Able to follow administrative processes and procedures
4. Excellent communication skills
5. Able to work independently when required in an open office environment
6. Team player

Preferred

1. Proficient in use of Google Suit eg Google Calendar, Drive,
2. Experience in an RTO (Registered Training Organisation) preferred but not required
3. Experience working with diverse communities

Employee Signature:	Student Services Manager:
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Date:

Date: