POSITION DESCRIPTION

Position: Drama & Administrative Assistant

Department: Foundation Studies

Reporting to: Drama Subject Leader and Associate Dean Academic Operations

Directly Supervising: Nil

Salary Range: Band Level 1 – FTE $45,000 to $50,000 plus 10% Superannuation and Leave Loading 17.5%

Contact: Mr Danny Fahey or Mr Glen Jennings
Telephone 03 9348 7515 or 03 9348 7510

Date: December 2013

POSITION SUMMARY

The purpose of this position is to provide administrative & technical support services to the Drama Department. The role also offers administrative support to the Associate Dean (Academic Operations) and wider academic staff associated with assessment and reporting requirements, meeting arrangements, minute taking, mail distribution, monitoring of facilities, and liaison with students and the public. The position requires an enthusiastic, well organised and flexible person with a friendly, professional manner who has the ability to work independently and as part of a team. The successful candidate will possess the ability to develop a rapport with people from a range of countries and cultural backgrounds.

SELECTION CRITERIA

1. Well developed administration skills with some technical knowledge in Drama production
2. High level interpersonal and communication skills (written and oral) within a culturally diverse education community or similar environment.
3. Strong organisational and time management skills with ability to prioritise competing demands and tasks in order to meet deadlines.
4. A capacity for self-motivation, to work effectively as a team member and to contribute to the organisational development of the College.
5. A high level of accuracy and attention to detail in data entry functions
6. Well-developed keyboard and computer skills in Microsoft Applications with proven ability and experience in using and maintaining computer databases.
7. Experience in maintaining confidential records.
8. An understanding of and commitment to compliance of Occupational Health and Safety requirements.

Further Information:
• The successful applicant must have, or be in the process of securing, a Working with Children approval.
• Applicants must be Australian Citizens, Permanent Residents or hold a valid work permit or visa. If called for interview evidence of status will be required

KEY RESPONSIBILITIES

In consultation with the Drama Subject Leader:

Drama Administration Duties
• Maintenance of general departmental administration;
• Preparation of documents for teaching materials, class handouts and annual programs;
• Collation of student marks and results;
• Preparation and maintenance of department budgets and records;
• Collation of assessment statistics for moderation purposes;
• Preparation and distribution of general and departmental correspondence;
• Minuting department staff meetings;

Drama Technical Duties
• Maintenance of Drama classrooms;
• Purchasing, repairing and maintenance of supplies of department teaching materials;
• Stage Management and technical support for student performances and exams (such as “bump in” and “bump out” and the hanging and operation of theatre lights);
• Coordination of after-hours rehearsal booking system;
• Supervision of some after-hours rehearsals;

In consultation with the Associate Dean (Academic Operations):
• Prepare report templates, assessment schedules, and academic calendar templates
• Provide report writing training for academic staff for the Synergetic Database;
• Facilitate and monitor academic report forms for staff, including proof reading and revision
• Provide administrative support for the wider academic staff, including arrangements and minutes of meetings (especially for All Staff Meetings);
• Liaise with ITS about audio visual equipment in Trinity classrooms and support academic staff with such equipment (including with the use of iPads)
• Distribute internal mail for academic staff;
• Act as Reception point for visitors;
• Report technical faults and manage service and equipment related to photocopiers, phones and other service people as required;
• Oversee and ensure replenishment of staff room supplies and stationery;
• Participate in the College’s mentoring program

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EXPERTISE, JUDGEMENT AND ACCOUNTABILITY

Expertise

The position requires the knowledge and skills to understand and apply technology, work practices and workflow in the work area. Knowing what to do and how to do it with limited instruction and guidance is expected for most tasks or transactions undertaken at this level. Understanding of equipment capability and quality standards are needed to organize and undertake the work and to explain to others what is practical and possible. Positions at this level generally require advanced keyboard skills.

Position may include gathering information, assessing content, processing applications, work scheduling and resource estimation. Typically, there is a common theme to the projects, problems, client groups, processes and how work is delivered.

Position requires the ability to obtain cooperation or assistance in the administration of well-defined activities. The purpose is usually to identify needs and convey factual information.

Judgement

Tasks in these positions are governed by established procedures, specific guidelines and standard instructions. Most work situations are recurring and procedures are established. However, established procedures or rules occasionally do not cover the situation faced.

Accountability

These positions provide services that are critical to the organization’s attainment of core business objectives. Typically, it includes operational, technical, clerical and administrative tasks and duties.

Positions work to specific instructions or standard work procedures. Positions at this level are expected to maintain a system of accurate records and produce routine statistical information from that data.

Positions undertake a defined service with a clear direction and specification, requiring little discretion or participation beyond the completion of tasks or activities. The position adds value to the service through interpreting the information about the College or their particular work-specific area and aiding others.

OCCUPATIONAL HEALTH AND SAFETY (OHS)

All staff are responsible for safe work procedures and instructions.

Employees must:
• Cooperate with the College in relation to activities and training taken by the College to comply with OHS legislation as well as Trinity College OHS Policy and Procedures.
• Comply with the OHS guidelines in the Staff Terms and Conditions.
• Adopt work practices that support OHS.
• Take reasonable care for their own health and safety and the health and safety of other people who may be affected by their conduct in the workplace.
• Seek guidance for all new or modified work procedures for work safe practices.
• 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 workplace.
• Not wilfully or recklessly interfere with or misuse anything provided in the interest of environment health and safety or welfare.

Supervisors are responsible for:
• Developing and recommending new safe work procedures and practice, as required, in conjunction with relevant persons and in compliance with legislative requirement and Trinity College OHS Policy.
• Providing all staff with relevant OHS information in an appropriate, timely manner.
• Providing personal protective equipment and clothing if hazards or risk cannot be fully eliminated.
• Providing adequate supervision through technical guidance and support.
• Identifying and controlling hazardous conditions and where possible reduce or eliminate risks.
• Providing appropriate facilities for safe storage, handling and transport of hazardous substances.
• Ensuring that all accidents and incidents are reported.

Managers and Directors/Deans are responsible for:
• Implementing and maintaining procedures in compliance with legislation and Trinity College OHS Policy by regular monitoring of staff compliance through performance review.
• Conducting regular inspections to identify risk/aspects, implementing corrective action and arranging monitoring where required.
• Ensuring that all staff, including contractors under local control, are appropriately inducted.
• Providing relevant OHS information and ensuring appropriate training.
• Ensuring all risk issues that have been identified are monitored and recorded.
• Ensuring consultative structures and staff participation by conducting regular section meetings to discuss OHS issues.

TRINITY COLLEGE

Founded in 1872 as the first college of the University of Melbourne, Trinity College is a unique tertiary institution that provides a diverse range of rigorous academic programs for more than 1,000 talented students from across Australia and around the world. These programs include:

• The residential College for undergraduate and postgraduate students of the University of Melbourne, both resident and non-resident.
• Trinity College Foundation Studies (TCFS), a one-year course which prepares able overseas students for undergraduate entry to the University of Melbourne and other leading Australian universities.
• Trinity College Theological School (TCTS), which offers degree and other courses for training and forming Anglican clergy and others, on campus, online, and in parishes.
• Young Leaders Summer Schools for Australian and overseas secondary school students.
• Various short courses.

Trinity promotes academic excellence across a balanced, all-round education that includes both ‘breadth’ and ‘depth’ of content, together with the development of ethical values, personal integrity, leadership and social responsibility. A Trinity education is further characterised by a high level of international engagement and a strong commitment to equity and diversity.

These educational programs are supported by the College Library, Art Collection and Archives, Information Technology, the College Chapel and Chaplaincy, Music – including a world-class Choir – Communications, Human Resources, and Finance and Administration – including finance, accounts, property and operations, and conferences and hospitality. The Advancement Office and Trinity College Foundation undertake friend-raising and fund-raising activities that benefit the College as a whole.

An Anglican institution, Trinity welcomes people of all faiths and none. The College celebrates, and is enriched by, the diversity of backgrounds of its staff and students.

Trinity College: Excellence, Community, Diversity