POSITION DESCRIPTION

Position: Administrator, Theological School & Chaplaincy

Department: Theological School

Reporting to: Dean Theological School

Directly Supervising: nil

Salary Range: Band Level 2, $51,000 - $62,000 plus 10% Superannuation and Leave Loading 17.5%

Contact: Kim Hubery, telephone (03) 9348 7136

Date: April 2013

POSITION SUMMARY

Primarily this position provides administrative and executive support to the Dean and the staff of the Theological School. One of the major functions of the role is to liaise with and provide administrative support to Registered Teaching Institutions of which the United Faculty of Theology is a key stakeholder and the governing body to MCD University of Divinity. The role is also responsible for coordinating event management of public lectures and other events.

The Administrator will also provide assistance to the Chaplaincy team and will be responsible for promotion of Chapel services and taking bookings for weddings, concerts and other events. Management of the Chapel diary and calendar is also required.

The successful candidate will need to possess strong organisational skills with experience in managing busy agenda's. Although this role has involvement in both Theology and Chaplaincy, the person will report directly to the Dean, Theological School.

SELECTION CRITERIA

Essential:
1. Demonstrated experience in all aspects of office management and administrative procedures. Knowledge and familiarity with Anglican Diocese practices would be highly regarded.
2. Proven ability in dealing with people in a respectful, sensitive and proficient manner and understanding the importance of protocol and quality customer service.
3. Demonstrated work experience in promoting and co-ordinating events and functions
4. Strong organisational skills with demonstrated ability to prioritise competing tasks, meeting deadlines and work under pressure
5. High level interpersonal and communication skills (written and oral) within a culturally diverse education community or similar environment.
6. Well-developed keyboard and computer skills in Microsoft Applications and the ability to learn new systems.
7. An understanding of Equal Opportunity, and commitment to equity and cultural diversity.
8. An interest in and desire to contribute to the educational vision, values and planning and strategies of the College.
9. An understanding of and commitment to compliance of Occupational Health and Safety requirements.

Further Information:
- The successful applicant must secure, 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

Desired Personal Attributes:
- Initiative
- empathy
- flexibility
- confidentiality
- cooperation
- tact and diplomacy
- strong interpersonal communication
- forward planning skills

KEY RESPONSIBILITIES

Theological School

1. Maintain and manage the Theological School Office
2. Coordination of electronic diary entries for the Dean and the Director of the Ministry Formation Program
3. Develop with the Theological School faculty an annual planner providing an overview of responsibilities
4. Assistance to the Dean with monthly financial reporting to the Director of Finance and Administration particularly with the calculation of fees and income for various programs
5. Respond to email and telephone enquiries, distribute mailings to prospective Theological students, prepare cheque requisitions for payments, filing and photocopying
6. Interface with new and departing students, entering in details and adjusting records on the TCTS Synergetic database. Issue of student cards and providing advice on any queries in relation to Theology programs.
7. Provide occasional administrative support to Academic staff assisting with record keeping, preparation of certificates and updating the Synergetic database.
8. Event management of Theological functions including public lectures, conferences and other events as requested by the Dean.
9. Coordinate advertising and publicity with relevant bodies related to all activities undertaken by the Theological School
10. Coordinate all booking and maintenance issues with relevant parties related to OWL and;
11. Other duties as occasionally required and advised by the Dean of the Theological School.

Chaplaincy

1. Produce, print and distribute posters advertising weekly services
2. Attend regular meetings with Chaplains to assist in organising services and events
3. Participate in the weekly Diary meeting as representative for Theological School and Chaplaincy and action appropriate items that are generated from that meeting
4. Coordinate the printing and production of the Orders of Service
5. Manage the Chapel diary
6. Receive and process bookings for weddings, concerts and other events and handle associated finances
7. Organise and oversee casual administrative assistance, as needed throughout the year

EXPERTISE, JUDGEMENT AND ACCOUNTABILITY

Knowledge and Experience

Position requires the knowledge and skills to understand and apply the functions, methods, structures and operation of a work area. A capability to apply advanced technical, clerical/administrative/secretarial or commercial skills and knowledge is required to instruct other staff, document procedures, organize the work of other staff and teach others in operational aspects.

Positions require certificate or diploma, specialist training, or significant work experience and vocational training.

These positions require the capacity to understand specific client needs or technical requirements in order to apply advanced skills to assess risk, measure compliance with policies/standards or modify standard operation procedures.

Breadth

Position requires performance of a group of integrated tasks within a single activity or activities. This may include gathering information, assessing content, processing applications, work scheduling and resource estimation. It is commonly applied to a range of analytical, diagnostic and problem-solving activities. Typically, there is a common theme to the projects, problems, client groups, processes, casework and how work is delivered.

Interpersonal skills
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.

**Job Environment**

There are a well-defined and limited number of methods, techniques or processes which may be used in completing the work and a requirement to determine its own work program within established priorities.

**Reasoning Required**

Positions interpret well-established procedures, precedents and guidelines. Choices are limited to a few options.

**Impact**

This position provides services that are critical to the organization's attainment of core business objectives. Typically, it includes secretarial, operational, technical, clerical and administrative tasks and duties.

**Independence and Influence**

Positions have some independence in achieving prescribed goals and setting targets and operational standards. Positions can vary a number of tasks in the work plan process, although there still exists a clear definition of the required outcomes.

**Involvement**

Positions exercise a degree of discretion and choice in the manner in which a well-understood service is performed. These positions share accountability for delivery of a service by involvement in identifying service standards, timelines, priorities, targets and the most appropriate operational procedure.

**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 work place.
• 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 risks or eliminate.
• 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*