



POSITION DESCRIPTION

POSITION: Administration Officer – Compliance and Culture

DEPARTMENT: Administrative

DATE PREPARED: November 2024

REPORTS TO: Business Manager / Director of Compliance, Risk and Culture

WORKING ENVIRONMENT

Monivae College, is a co-educational day and boarding school offering a dynamic Catholic education in the charism of the Missionaries of the Sacred heart (MSC). We are a heart centred learning community that embodies the core values of love, positive relationships and compassion. We are the largest provider of secondary education in the region, focused on educating the mind, spirit and heart. Known for developing a high-quality teaching and support staff cohort, Monivae is recognised as an employer of choice.

The College has outstanding facilities, invests in innovation and is focused on excellence across a broad range of curricular and co-curricular offerings. Monivae is a progressive Catholic Secondary College, with a dynamic curriculum and a clear vision of its future. An ongoing capital works program has seen significant development in College facilities over the years. These include dynamic learning environments, a 6-lane indoor cricket centre, double stadium, indoor swimming pool, performing arts centre, heated undercover student recreation area, on campus boarding facilities, school wide wireless computer network and beautiful campus and grounds.

Monivae College is in a phase of growth and positive change, demonstrated by our membership of “New Metrics,” a partnership with Melbourne University and other forward-thinking schools across Australia. We are a future focussed school supporting teaching staff in their professional growth and leadership.

Monivae College is committed to Child Protection and to the implementation of its Child Safe policies and practices. Monivae College has zero tolerance for child abuse.

OUR VISION

Monivae College is a Catholic secondary co-educational day and boarding school welcoming to everyone. Inspired by the vision of Jules Chevalier and spirituality of the Missionaries of the Sacred Heart.

OUR TOUCHSTONE STATEMENT

Mind, Spirit, Heart

POSITION SUMMARY
The Administration Officer reports to the Business Manager and Director of Compliance, Risk, and Culture. This role will be responsible for supporting all aspects of the Compliance and

Risk function as well as the Human Resources function. The role will also involve providing back up support to the Reception area. The Administration Officer plays a pivotal role in ensuring the seamless operation of the area by providing high-level administrative and coordination support to deliver operational objectives and strategies related to a range of Compliance, Risk, and HR functions.

This position requires strong organisational skills, attention to detail, and the ability to manage competing priorities in a dynamic environment. The successful candidate will act as a key liaison between the Director and internal and external stakeholders, upholding professionalism and discretion at all times.

Key responsibilities include:

- Supporting the recruitment and selection process, including shortlisting, preparing interview guides, reference checking and candidate communications.
- Administration of employee contracts and variations, performance reviews and position descriptions.
- Work with the Director of Compliance, Risk and Culture to ensure compliance is embedded in all our People processes including ensuring that the principles of Child Safety and Equal Employment Opportunity are reflected and managed in all aspects from role design through to appointment.
- Assist with general administration duties and HR projects.
- Provide support in administration of Risk, Occupational Health and Safety and Compliance including the completion of annual checklists.
- In addition to HR, Compliance and Risk activities, back up reception support is a requirement of this role with availability to cover a lunch period.

The Administrative Officer is expected to demonstrate excellent communication and interpersonal skills, a proactive approach to problem-solving, and a commitment to supporting the mission of Compliance, Risk and Culture.

It is not the intention of this role description to limit the scope or accountabilities of the position but to highlight the most important aspects. The accountabilities described may be periodically altered in accordance with changing needs of Monivae College and at the direction of the Principal.

POSITION OBJECTIVE & KEY RESPONSIBILITIES	
Administrative Support	<ul style="list-style-type: none"> • Manage schedules, including professional development, probation and OHS meetings. • Prepare and distribute agendas, minutes, reports and plans for meetings. • Maintain accurate records and filing systems for compliance, risk and culture projects. • Draft correspondence and other documents as required. • Handle email and phone inquiries, ensuring prompt and professional responses. • Complete OHS and compliance checklists as required. • Update and maintain training and professional development records for staff.
Compliance Coordination	<ul style="list-style-type: none"> • Assist in the preparation and maintenance of compliance documentation, including policies and reports.

	<ul style="list-style-type: none"> • Coordinate audits and reviews by compiling and organizing required materials. • Track legislative and regulatory updates, flagging relevant changes for the Director. • Support the development and implementation of compliance training for staff.
Risk Management Support	<ul style="list-style-type: none"> • Maintain the organisation’s risk register and assist with risk assessments and reporting. • Coordinate emergency planning activities, including documentation and scheduling of drills. • Record and track incidents, ensuring follow-up actions are documented and communicated.
Culture and Engagement	<ul style="list-style-type: none"> • Assist in implementing initiatives to measure and enhance workplace culture and engagement. • Coordinate events and programs related to employee well-being and professional development. • Support communication of organisational values and initiatives to staff.
Project Coordination	<ul style="list-style-type: none"> • Provide administrative support for compliance, risk, and culture-related projects. • Track project timelines, deliverables, and milestones, ensuring deadlines are met. • Collaborate to gather data and feedback for projects.
General Office Management	<ul style="list-style-type: none"> • Maintain office supplies and manage procurement. • Ensure confidentiality of sensitive information and records. • Prepare and maintain staff phone lists • Preparation and overseeing of School Newsletter. • Operate and maintain software systems such as SIMON, EMS360 and alike. • Assist with general administration duties where requested.

KEY SELECTION CRITERIA	
Qualifications and Experience	<p>Essential</p> <ul style="list-style-type: none"> • Relevant qualification and demonstrated skills and experience in the delivery of Administration • Working with Children Check (VIC) • National Police Check <p>Desirable</p> <ul style="list-style-type: none"> • Experience in the delivery of Human Resources, Compliance and Risk services. • Experience in an educational environment would be highly regarded • A well-developed knowledge of, and experience in the application of contemporary HR procedures and practices.
Skills and Attributes	<ul style="list-style-type: none"> • Excellent customer service skills with a positive and pro-active attitude • Highly developed computer skills including Microsoft Suite including Microsoft Word, Excel, PowerPoint, Publisher, and Google applications.

	<ul style="list-style-type: none"> • Proven ability to communicate clearly, actively listen to others and respond with understanding and respect. • Proven organisational skills, ability to prioritise own workload and to use sound judgement, managing competing demands and delivering high quality outcomes with exceptional attention to detail. • Personal sense of initiative, innovation, and enthusiasm
Commitment to Catholic Education	<ul style="list-style-type: none"> • Supports and models College values and Catholic, MSC ethos when dealing with all stakeholders and peers.
Commitment to Child Safety	<ul style="list-style-type: none"> • Understanding of and commitment to legal and moral obligations relating to child safety • A demonstrated understanding of legal obligations relating to child safety (e.g. mandatory reporting) and willingness to comply with the College's child safe policy and code of conduct and any other policy, procedures or legislation related to child safety.

EMPLOYMENT CONDITIONS	
Appointment	This position is appointed by Monivae College and the incumbent is an employee of Monivae College. The role is subject to the College's Policies and Procedures as provided as part of the Induction Program and ongoing Training Program.
External Liaisons	<ul style="list-style-type: none"> • Missionaries of the Sacred Heart • DOBCEL • Victorian Catholic Education Authority • Independent Education Union (IEU) Victoria Tasmania
Conditions	<p>Conditions are in accordance with the Victorian Catholic Education Multi Enterprise Agreement (VCEMEA) 2022.</p> <p>Classification Level will be negotiated with the successful applicant.</p>
Review and Appraisal	<p>As an employee of Monivae College this appointment will comply with the contract of employment.</p> <p>The incumbent is subject to the College's Annual Review Policy.</p>
Professional Development	Undertake professional development in line with the College Professional Learning policy.

No position description can be entirely comprehensive. The incumbent will be expected to carry out such other duties as may be required from time to time and are broadly consistent with the position description. The position encompasses participation in decision-making processes and other activities relevant to the role which may require occasional involvement outside the currently designated school hours.