



Administration Officer
(Maternity Relief)



Our Vision

Connected and thriving communities of lifelong learners.

Our Purpose

Empowerment through Learner-centred education and training.



Integrity:

We assess our practices openly and honestly. We learn from our mistakes and meet our commitments. We value integrity: our actions match our words (we walk the talk), and our work contributes to a greater whole (our sum is greater than our parts).

Inclusion:

We embrace the work necessary to create equity for all. We acknowledge painful histories, confront biases, change our policies and hold each other accountable.

Collaboration:

We embrace working together in partnership with each other, students and a wide range of stakeholders. We value bringing together a spectrum of expertise, backgrounds and perspectives which fuels a culture of creativity and innovation.

Innovation:

We do it the WEA way. Our success—and much of the fun—lies in developing new ways to do things.

Our Acknowledgement

WEA Illawarra acknowledges the traditional custodians of the lands on which we work and learn. We pay our respects to Elders past, present and future. We are committed to creating safe and welcoming learning centres for First Nations people to flourish and grow as future community leaders.

Invitation from the CEO / Principal

Thank you for your interest in the Administration Officer position at WEA Illawarra.

Communities are places where individuals feel connected, part of something bigger, or part of history. WEA Illawarra is the definition of community. Throughout its evolution since 1913, WEA Illawarra has been serving the community, by people of the community, at times when it matters most.



Natasha Osmond-Dreyer

This is an exciting time to be joining WEA Illawarra, as we are re-imagining learning spaces in which our students are in the driver's seat of their life and our educators co-create each student's unique learning journey with them, to achieve the student's own self-determined goals.

WEA Illawarra continues to focus in the areas of vocational education and training, leisure skills and life skills. Whether you are an individual or organisation looking to upskill your own employees' abilities and or creative/life passions, WEA Illawarra has been and continues to be there for you as a member of our community.

WEA Illawarra has been working hard on the next phase of what our students in the community need for the future, positioning ourselves to be agile in this new generation of education by clarifying our purpose and strengthening our teams in alignment with our purpose, values and charter.

I invite you to consider applying for this satisfying and rewarding role of Administration Officer (Maternity Relief) at WEA Illawarra. Come and join us...we are all on a learning journey together.

If you like the sound of what you read here and think you can contribute to the next stage of WEA Illawarra's development, we'd love to hear from you.

Natasha Osmond-Dreyer
CEO WEA Illawarra
Principal Novo Education Space



Our Team

WEA Illawarra currently employs a number of trainers and assessors and tutors in the Community College who are based in our Wollongong Campus or remotely across the Illawarra and Southern Highlands. To support our trainers and assessors and our tutors we have a dedicated administrative and corporate shared services team who ensure a smooth process for all of our students and educators across all accredited and non-accredited courses.

Our educators and administrative team in the Community College are led by a dedicated Leader of Community College who as part of the Senior leadership team oversee the operations of our adult educational streams. Our Senior Leadership team also consists of Corporate Shared Services which is led by the Chief Executive Officer (who is also the Principal of Novo Education Space). WEA Illawarra is governed by a Board.

We are a community-focused college, therefore the roles and responsibilities of staff and the way we work with each other, and our students is different to corporate Registered Training Organisations. We are here to make an impact on the lives of the community we serve, not ourselves. Our staff and students are all on a learning journey together and we work hard to make sure nobody gets left behind.



Administration and student support

As an Administration Officer at WEA Illawarra, you play a pivotal role in ensuring the smooth operation of WEA Illawarra. Your responsibilities include delivering exceptional customer service and providing comprehensive administrative support to both current and prospective students. This involves assisting with enrolments, addressing enquiries, and ensuring that students have all the necessary resources and information to succeed.

Additionally, you offer efficient and responsive administrative support to staff, referring organisations, and other external stakeholders within the learning community.

Collaboration is key in this role, as you work closely with colleagues to create and maintain high-quality learning experiences that reflect the vision, purpose, and values of WEA Illawarra.

Your efforts help to meet the diverse needs of students while complying with the requirements of regulatory and funding bodies. By fostering a supportive and well-organised environment, you contribute significantly to the overall mission of WEA Illawarra, ensuring that the educational journey of each student is enjoyable and fulfilling.



The Role

- This role is full-time (Maternity relief, fixed term commencing August 2024 until April 2025. Possible extension. Dates to be confirmed.) with 37.5 hours/week, Monday to Friday, rostered within the span of 7am and 9pm.
- The role is classified under Schedule B: General Staff, Level 4 of the WEA Illawarra Enterprise Agreement 2019 subject to level of qualification and years of relevant experience.
- Motor Vehicle Allowance (approved work journeys) as per the WEA Illawarra Enterprise Agreement 2019.
- 17.5% Leave Loading + Salary Packaging available up to \$15,900 per annum (WEA Illawarra is a Public Benevolent Institution).
- Employee Assistance Program (AccessEAP) available to all staff.
- No direct report, though part of the WEA Community College Team.
- Reports directly to the Leader of Community College

For further information regarding the role, objectives and key responsibilities, please refer to the Position Description. This can be found via www.weaillawarra.com.au/careers/

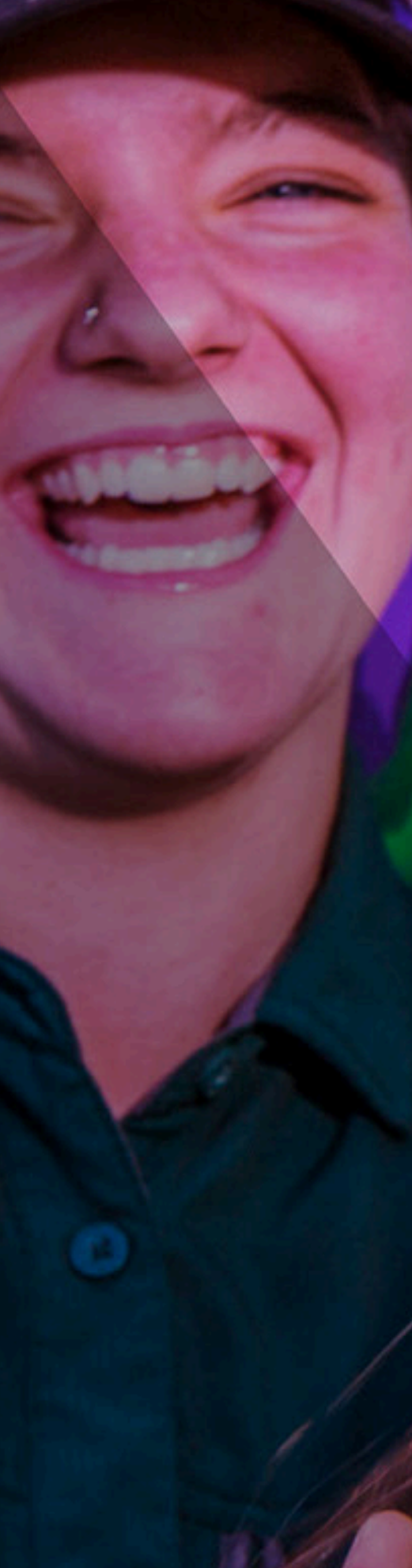
If you would like a private and confidential discussion regarding the position, contact

Dannelle Robson

Leader of Community College

E: dannelle@weaillawarra.com.au

M: 0401 681 225



About You

We are currently seeking an Administration Officer who is attuned to the needs of communities facing disadvantages and challenges in social or economic participation. The ideal candidate will demonstrate the ability to provide compassionate and non-judgmental customer service. High-level proficiency in computer skills is essential, particularly in the use of Microsoft Office 365, technology and devices for administrative and educational purposes, and electronic student management systems/databases such as VETtrak. Experience with desktop publishing and graphic design programs, including Publisher, Canva, Adobe Acrobat, InDesign, and Photoshop, is also required.

To be this individual you must:

- Hold :
 - Minimum Certificate IV level qualification in Business Administration, or combination of other relevant qualification, training and experience deemed equivalent.
- You must also have:
 - Minimum three years' experience working in an administration position including customer service, reception and data management responsibilities, preferably in a Registered Training Organisation
- Desirable:
 - Certificate IV in Training and Assessment or willingness to undertake some study towards this.
 - Current First Aid qualification or willingness to obtain.
- Be prepared to undertake regular professional development and compliance tasks relevant to your position, practices and processes.

Working With Children Check

This position is designated as child-related employment. In accordance with the Child Protection (Working with Children) Act 2012 and the Child Protection (Working with Children) Regulation 2013, candidates will need to have a valid and current Working With Children Check (WWCC) clearance for paid employment as a condition of employment. Application for a WWCC Clearance can be made by visiting the Office of the Children's Guardian website.

<https://ocg.nsw.gov.au/working-children-check>

National Police Check

WEA Illawarra will require the preferred candidate to undergo a National Police Check to determine suitability for employment for the position, after the interview and prior to commencement.

People with a Disability

If you are successful at gaining an interview and need anything to assist you at the interview such as wheelchair access, or have other requirements, please discuss this with the selection panel convenor.

Adjustments at Work – Rights of People with a Disability, Pre-existing Illness, or Injury

It is WEA Illawarra policy to make reasonable adjustments in the workplace to meet the needs of people with a disability, illness, or injury. Adjustments may include changing aspects of the workplace or the job so that employees with a disability, illness or injury can use their skills effectively and candidates can compete based on their capabilities. If you are identified as the preferred candidate for a position you will be required to complete a Pre-Employment Health Declaration to disclose if you have a disability, pre-existing illness, or injury. The Declaration will assist us in understanding your capacity to safely carry out the inherent requirements of the position and consider any reasonable adjustments that may be required. The primary purpose of this declaration is to assist WEA Illawarra to ensure that no person is placed in an environment or given tasks that will result in physical or mental harm. It is not the intention of the

Pre-Employment Health Declaration to deny a person employment solely because of disability, illness or injury.

Privacy Information Collection Notice

We collect, use, hold and disclose personal and sensitive information in accordance with the Privacy Act 1988 and the Australian Privacy Principles (APPs). A copy of our Privacy Policy is available by contacting WEA Illawarra at 50-56 Auburn Street (PO Box 1472) Wollongong NSW 2500, or on 02 4226 1622, or e-mailing info@weaillawarra.com.au. In expressing your interest for this position you will be providing WEA Illawarra with personal information.

If you provide us with personal information, for example, your name and address or information contained on your resume, we will collect the information in order to assess your expression of interest for employment. We may make notes and prepare a confidential report in respect of your expression of interest. We may keep this information on file if your expression of interest is unsuccessful in case another position becomes available.

WEA Illawarra's Privacy Policy contains details of how you may complain about a breach of the APPs or how you may seek access to personal information collected about you. However, there may be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others. We will not disclose this information to a third party without your consent.

We may be required to collect information about you in relation to certain criminal offences to meet our obligations under Child Protection laws.

WEA Illawarra may store personal information in the "cloud", which may mean that it resides on servers which are situated outside Australia.

If you provide WEA Illawarra with the personal information of others, e.g., referees, we encourage you to inform them that you are disclosing that information to us and why, that they can access that information if they wish, and that WEA Illawarra does not usually disclose this information to third parties.

How to Apply

Employment will be offered on the basis of merit and organisational requirements. The applicant considered to be the most capable of meeting the inherent requirements of the position will be selected. To decide this, we will look at your qualifications, experience, skills and personal attributes based on your responses to the selection criteria, performance at interview and referee checks.

For your application to be considered you **MUST** include all of the following:

1. A Cover Letter. This will include your name, contact details and the position for which you are applying. Please also provide a brief description of your experience and suitability AND tell us how your values and practice align with our vision and purpose (max 1 page).

2. Your “claim” for the position. The position description details the selection criteria:

- Selection Criteria – Education and Experience,
- Selection Criteria – Knowledge and Skills, and
- Selection Criteria – Other.

You should write a statement about how you meet each of the selection criteria. The best way to set out your claim for the position is to list every selection criterion as a heading. Under each heading clearly explain how you meet the criterion, using examples where applicable. Limit your response to maximum 3 pages.

3. Your resume. You should tell us about your education and qualifications and what type of work, including voluntary or unpaid work, you are doing now or have done in the past, what organisations you have worked for, the period you were employed, the kind of work you did and what your responsibilities were. There is no need to include work you did more than 10 years ago unless it is particularly relevant to the position (max 3 pages).

4. Referees. Please provide the name, mobile phone number and email address of at least two professional referees who can comment on your past work responsibilities and performance. A current or recent manager should be included if possible. If you are successful in gaining an interview, we will ask your permission to contact your referees.

Send your application to us so that it arrives by the closing date and time. **WE WILL ONLY ACCEPT APPLICATIONS THAT ANSWER THE SELECTION CRITERIA.** Your application should be submitted using MS Word or in PDF format only and preferably **combining all aspects into a single document.** Ensure your name and contact phone number is in the header or footer of each page of your application.

Email your application to Giovanni Vilella, Manager People and Culture,
gvillella@weaillawarra.com.au.

Please be sure to include everything from the “How to Apply” checklist.

Applications close 11.59pm Sunday 28 July 2024

Only those applicants successful in gaining an interview will be contacted by phone. Interviews will be conducted upon receipt of application, so please do not wait to apply.

If you are not successful in progressing to interview, you will not receive any further contact from us, as the volume of applications for positions is always very high, and we are not able to respond to each unsuccessful applicant.

**THANK YOU FOR YOUR INTEREST IN
WEA ILLAWARRA**



4226 1622
info@weaillawarra.com.au
www.weaillawarra.com.au

50-58 Auburn Street, Wollongong NSW 2500
RTO ID: 90297
ABN: 14 062 944 950