



## Position Description

### Position Details

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<b>Position Title:</b>	Administration Officer
<b>Classification:</b>	<i>Neighbourhood Houses and Adult Community Education Centres Collective Agreement 2018,</i> <i>Adult and Community Education Employee,</i>
<b>Position Status:</b>	Fixed Term (February – July 2021) with the possibility of ongoing. The position is based at home with occasional meetings being held in Melbourne and regional Victoria.
<b>EFT:</b>	0.4 EFT (or as negotiated)

### Position Summary

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The Administration Officer is responsible for providing high quality administrative support to the ACEVic Executive Officer, the Communications Officer and the Board of Management. The role requires a high standard of respectful and professional customer service to ACEVic members and a range of external stakeholders.

The Administration Officer will provide a range of administrative support functions including managing the ACEVic membership data base and providing telephone, electronic, face-to-face and written assistance to ACEVic members and prospective members. The Administration Officer will require proficiency in Microsoft Office suite and other web-based programs, with an ability to create and maintain Excel spreadsheets and be able to create and capture accurate and complete records. They will also be able to work autonomously and demonstrate initiative, flexibility and be responsive to the needs of the organisation.



## Organisational Environment

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Adult and Community Education Victoria (ACEVic) is the peak policy, advocacy and information body for the Adult Community Education (ACE) sector, representing Victoria's Learn Local Organisations. As strategic voice for both RTO and non-RTO Learn Local Organisations in Victoria, ACEVic advocates on behalf of members for greater recognition and support for the Adult and Community Education sector. By leading and participating in conversations with funding bodies and policy makers, ACEVic ensures Adult and Community Education continues to be vibrant and responsive. ACEVic champions the work of providers and offers practical and realistic support to assist sustainability and growth of the sector.

### **ACEVic leads, supports, connects and advocates for the ACE sector**

The ACEVic board comprises experienced CEOs and managers from RTO and non-RTO Learn Local Organisations across Victoria. They are experts in adult and community education, bringing current perspectives and informed, innovative approaches to best serve the interests of our members and the sector.

ACEVic also draws strength from our key partners and our networks across the education and community sectors and with government. This depth of expertise, together with our collaborative approach, ensures a strong foundation for the future sustainability of the organisation and the broader sector.

ACEVic has been a strong voice and advocate for adult and community education, lobbying government and policy makers on behalf of providers, members and learners.

### **Purpose**

To advocate for and support our members to provide high-quality, innovative and responsive adult education programs that improve the educational, economic and social prosperity of individuals and communities.

### **Values**

#### **Influential**

ACEVic contributes to government policies and strategies on Adult and Community Education. We have significant impact on high-level decisions made in the interests of our members and Learn Local Organisations.

#### **Collaborative**

ACEVic works respectfully and collaboratively to achieve beneficial outcomes for members, learners and the community. We listen to our members and reflect their voice. We are committed to supporting a united ACE sector and connecting Learn Local providers to strengthen the collective provision of Adult and Community Education.

#### **Accountable**

ACEVic is honest and transparent with members and stakeholders. We are dependable and responsive to the changing needs of the sector and are committed to supporting Learn Local Organisations to achieve quality, outcomes-based results.

#### **Equitable**

ACEVic works to ensure Adult and Community Education is accessible to all Victorians. We are committed to increasing levels of educational attainment throughout Victoria. Our work with Learn Local Organisations is undertaken with respect and integrity, supporting providers in the delivery of quality and innovative community-based education.



## Reporting relationships

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**Reports to:** Executive Officer

**Supervises:** Nil

### Contacts

**Internal relationship:** Executive Officer, Communications Officer, ACEVic Board and the ACEVic Bookkeeper

**External relationship:** ACEVic members, ACEVic's stakeholders and partners, including but not limited to; Department of Education and Training, the Adult and Community Further Education Board, Adult and Community Education peak bodies

## Key Selection Criteria

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### Essential

- Demonstrated administration work experience
- High level written and oral communication skills
- Ability to manage conflicting priorities and work to deadlines
- High level organisational skills with a strong attention to detail and concern for accuracy
- The ability to use a range of software programs
- Proficiency in Microsoft Office suite and other web-based programs
- Proven ability to work independently and within a team environment
- Ability to create and capture accurate and complete records of the organisation's activities
- Clear Police Check

### Desirable

- Relevant qualification such as Certificate IV in Business Administration
- Experience working within the post-secondary education system

## Key Responsibility Areas (KRAs)

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- Provide high quality administrative support
- Provide high quality record keeping and record management
- Prepare accurate correspondence, reports and papers
- Demonstrate the values of the organisation at all times
- Update policies and procedures as directed
- Maintain excellence in customer service with internal and external stakeholders
- Develop and build strong relationships with existing and prospective members
- Develop and maintain ACEVic membership records and ensure privacy and confidentiality obligations are met
- Adhere to the organisation's policies and procedures
- Demonstrate a respectful and inclusive attitude to diversity
- Engage in professional development

*Note: The incumbent can be expected 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 level.*

*Specific performance targets will be negotiated as part of the ACEVic's regular performance planning and review process.*



### Additional information

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The position is for six months with the possibility of ongoing. The position is for fifteen hours a week and these hours can be worked flexibly with prior arrangement with the Executive Officer. Appointment will be made subject to a clear police check. Superannuation will be paid at the prescribed rate as specified within the Superannuation Act. The incumbent may be required to travel as part of completing the required duties of the role, and to work additional hours with prior approval.

### Salary

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The position is classified as either Level 4 or 5 of the Neighbourhood Houses and Adult Community Education Centres Collective Agreement 2018. In addition, employer superannuation guarantee applies.

Qualifications and Licences	Essential/Preferable
Certificate IV in Business Administration or related experience	Desirable
Satisfactory National Police Records Check	Essential
Current Australian Drivers Licence	Essential

### Signatories and Endorsements

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Date of preparation	12 <sup>th</sup> January 2021
Supervisor title	Executive Officer
Supervisor signature	
Date of signature	

### Employee statement:

I have read, understand and accepted the above Position description.  
I understand the roles, functions and Key Responsibility Areas in this Position Description form part of the Adult and Community Education Contract of Employment.

Employee name	
Employee signature	
Date of signature	