



### **POSITION DESCRIPTION**

This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of the duties attached to this position. The Position Description is subject to review and modification by the Principal, in response to the strategic direction of the School, and the development of the skills and knowledge of the position.

<b>JOB TITLE</b>	<b>Administration Officer</b>
<b>HOURS OF WORK</b>	Full time Monday – Friday, with start/finish times fluctuating around 8.00am to 4.00pm with 30 minutes for lunch.
<b>SCHOOL</b>	Whole School
<b>FACULTY/DEPT</b>	Marketing and Community Engagement
<b>REMUNERATION CLASSIFICATION</b>	Melbourne Girls Grammar School Enterprise Agreement 2023
<b>REPORTS TO</b>	Executive Director, Marketing and Community Engagement
<b>SUPERVISES</b>	Nil
<b>POSITION OBJECTIVE</b>	<p>Melbourne Girls Grammar puts the learner – students, parents and staff – first in everything we do. The School values – Integrity, Courage, Compassion and Self Discipline – are lived daily. Within a dynamic and future focused community, the School has a commitment to professional development and a social and environmental conscience.</p> <p>As the <b>Administration Officer</b> you will be an important member of the Marketing and Community Engagement team and will support the functions under the direction of the Executive Director to achieve strategic priorities in the core areas of Marketing, Communications, Student Recruitment, Events, Development and Community Engagement.</p> <p>Your skills, positive can-do attitude and energy and ability to listen, organise, and respond in a timely manner will be critical. You will be responsible for accurate documentation and record keeping and have the follow through to ensure tasks remain on track and are prioritised effectively within busy schedules. Your initiative, proactive approach and exceptional client service and communication skills will assist in engaging with internal and external stakeholders effectively and professionally.</p>
<b>KEY ACCOUNTABILITIES</b>	<b>KEY TASKS</b>
<b>Traffic Flow</b>	<ul style="list-style-type: none"><li>• Manage incoming jobs – design, promotions and support services – including scoping of briefs and timelines to ensure responsive service delivery.</li></ul>



	<ul style="list-style-type: none"> <li>Respond to, and triage initial enquiries in a timely manner to develop and support the School's marketing and community engagement by connecting individuals to the appropriate expert.</li> <li>Develop job schedules and task lists outlining resource allocations and timelines.</li> <li>Organise the development and curation of marketing, communication and or service briefs to ensure they are complete and clear in meaning and intentions.</li> <li>Foster effective relationships with key internal stakeholders and senior staff across MGGS to proactively manage expectations and provide progress updates where appropriate.</li> <li>Build relationships with external suppliers where appropriate to ensure workflow continuity and productivity.</li> </ul>
<b>Office administration</b>	<ul style="list-style-type: none"> <li>Set up and document cross functional team meetings to ensure planning and collaboration is effective for broader projects.</li> <li>Document all meetings, and matters arising to ensure timely follow up and prioritisation.</li> <li>Arrange quotations and end of process invoices and approvals in a timely manner.</li> <li>Assist with the setting up interviews with relevant staff and/ or community members as required.</li> <li>Assist with the timely delivery of Council, Committee and Merton Hall Foundation reports.</li> <li>Liaise with the Marketing and Admissions teams to ensure that appropriate supplies of collateral, merchandise and promotional materials are readily available for use by the Enrolments team.</li> <li>Assist with data entry if required.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>Positively contribute to an excellent high performing team culture.</li> <li>Cover lunchtimes at the Merton Hall reception two days per week ensuring effective and quality customer experiences as the first point of contact.</li> <li>Support the M&amp;CE team as required at events including Open Days, Information evenings, donor events, celebrations and community gatherings as required.</li> <li>Any other ad hoc duties as requested by the Executive Director Marketing and Community Engagement and/or Principal.</li> </ul>



<b>PROFESSIONAL DEVELOPMENT:</b>	<ul style="list-style-type: none"> <li>Attend Professional Development workshops and seminars that will assist in successfully meeting the objectives of this role.</li> <li>Keep abreast of updates in system and process improvements possible with new technologies, as appropriate.</li> </ul>
<b>Policy</b>	<ul style="list-style-type: none"> <li>Ensure all School policies are adhered to without exception, particularly in regard to Occupational Health and Safety, Child Safety and Mandatory Reporting.</li> <li>Notify and report any and all incidents as soon as possible to the Deputy Principal.</li> <li>Adherence to the MGGs Child Safety Code of Conduct.</li> </ul>
<b>Child Safety Requirements/Obligations</b>	<ul style="list-style-type: none"> <li>Demonstrated ability to follow child safety protocols when supervising children and young people in relation to child safety.</li> <li>Must be able to demonstrate an understanding of appropriate behaviours when engaging with children.</li> <li>Abide by all MGGs Child Safety Policies and Codes of Conduct and demonstrate active commitment to the MGGs Statement of Commitment to Child Safety.</li> <li>Supervise and manage staff appropriately including regular reviews to check whether staff are following Codes of Conduct and other child safe policies.</li> <li>Demonstrated commitment to promote Aboriginal cultural safety and awareness and the safety of Aboriginal children and/or communities.</li> <li>Demonstrated ability to promote the safety, wellbeing and inclusion of all children including those with a disability or those from culturally and/or linguistically diverse backgrounds.</li> </ul>
<b>QUALIFICATIONS, SKILLS AND EXPERIENCE</b>  <b>(KEY SELECTION CRITERIA)</b>	<ul style="list-style-type: none"> <li>Relevant Tertiary qualifications in marketing, administration or relevant field.</li> <li>Current Victorian (Employee) Working with Children Check is a condition of employment.</li> <li>Ability to exercise confidentiality, maintain privacy and act with sensitivity and discretion in relation to community information at all times.</li> <li>Excellent organisational and administration skills to complete tasks quickly and accurately.</li> <li>Strong digital literacy skills - the ability to navigate information in spreadsheets, word documents and electronic filing systems and update.</li> <li>Proven experience in document creation and filing, diary management; and record keeping.</li> <li>Ability to follow instructions and adapt to change/new requirements positively.</li> </ul>



	<ul style="list-style-type: none"><li>• Ability to build and maintain effective and positive working relationships with team members, colleagues and key stakeholders.</li><li>• Demonstrable experience using tracking software or team related platforms to aide communication and tracking of active tasks or activities.</li><li>• Proven ability to respond to incoming calls, requests and/or projects and triage for timely action.</li><li>• High level competency with Office 365 (Word, Outlook, Excel, Powerpoint, Planner, Teams).</li><li>• Ability to use Adobe products to create PDF documents, split, edit annotate and highlight.</li><li>• Proven ability to engage effectively through written communications.</li><li>• High attention to detail and focus on accuracy of data entry;</li><li>• Sound interpersonal skills – face to face, email and in telephone contact – with cultural awareness, sensitivity and understanding.</li><li>• Ability to work as part of a team.</li></ul>
<b>CHILD SAFETY</b>	<p>All staff at Melbourne Girls Grammar are expected to take an active role and are well informed of their obligations in relation to Child Safety. The Melbourne Girls Grammar Child Safety Statement is incorporated in the MGGS staff employment cycle from recruitment and reference checking to induction, 3 and 6 month review processes and regular staff training and professional development.</p> <p>Employment with Melbourne Girls Grammar is subject to adherence to school policies including the <a href="#">Child Safety Policy</a>, <a href="#">Child Safety Code of Conduct</a> and Child Safety Statement as listed below.</p> <p><b>MGGS Statement of Commitment to Child Safety</b></p> <ul style="list-style-type: none"><li>• As MGGS staff, volunteers, contractors, and any other members of our school community involved in child-connected work, we are responsible for supporting and promoting the safety of children.</li><li>• We are committed to the safety, participation and empowerment and protecting of all children / students in our care and adhering to our <a href="#">Child Safety Policy</a>.</li><li>• We are committed to providing a child-safe and child-friendly environment, where children and young people are safe and feel safe and are able to actively participate in decisions that affect their lives.</li><li>• We have zero tolerance of child abuse and are committed to the protection of children from all forms of child abuse and all allegations and safety concerns will be treated very seriously and consistently with our robust policies and procedures. Our policies and procedures will provide the name and contact details of staff who have specific responsibilities in relation to</li></ul>



	<p>child safety and who may receive reports of suspicion of child abuse. Child abuse includes sexual offences, grooming, physical violence, serious emotional or psychological harm, serious neglect and a child's exposure to family violence.</p> <ul style="list-style-type: none"><li>• We have legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow rigorously.</li><li>• We are committed to preventing child abuse, identifying risks early and removing and reducing these risks.</li><li>• We have robust human resources and recruitment practices for all staff and volunteers.</li><li>• We are committed to regularly training and educating our staff and volunteers on child abuse risks. We support and respect all children, as well as our staff and volunteers.</li><li>• We are committed to the emotional, physical and cultural safety of all children and to providing a safe environment for their learning.</li><li>• We are committed to promoting the cultural safety and participation of Indigenous children, young people and their families.</li><li>• We have specific policies, procedures and training in place that support our leadership team, staff and volunteers to achieve these commitments.</li></ul>
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To learn more about the history, vision, mission and values of Melbourne Girls Grammar, please visit <https://www.mggs.vic.edu.au/>

Reference	Rev	Date	Page	Authorised By	Signed by Employee
Administration Officer	2	2024	5 of 5	Principal	_____ Date: __/__/__