

POSITION DESCRIPTION

POSITION TITLE	Administrative Support Officer - PL Suites and Consultants	
REPORTS TO	Compliance and Special Projects Consultant	
MAIN PEOPLE INTERACTIONS	INTERNAL PL Suite Staff Administrative Support Officers Leadership Team Other AISWA employees	EXTERNAL School Staff External Visitors/Guests Funding Agencies and other Education Organisations
POSITION PURPOSE	The Administrative Support Officer role involves providing administrative support to a number of staff involved in projects in Independent Schools.	
PURPOSE, VALUES, AND STATEMENT OF INTENT	<p>PURPOSE Supporting and serving our Independent Schools and their communities to be the best they can be.</p> <p>VALUES</p> <ul style="list-style-type: none"> ● Service ● Stewardship ● Equity <p>STATEMENT OF INTENT The provision of professional services and advice to promote excellence in Independent Schools, through:</p> <ul style="list-style-type: none"> ● Effective representation and advocacy for the Independent School sector; ● Promoting the independence of schools and protect their autonomy in ways that contribute to the diversity of educational options for students; ● Maintaining strong relationships with the other education sectors and other education stakeholders; ● Supporting schools in their mission through fostering sound leadership and good governance; and ● Building partnerships between schools. 	
EXPECTED BEHAVIOURS AND ATTITUDES	<ol style="list-style-type: none"> 1. Actively support AISWA's Purpose and Statement of Intent; 2. Comply with AISWA's values; 3. Comply with all Policies, Procedures and Codes; 4. Comply with all Health and Safety laws and AISWA procedures and actively contribute to maintaining a safe, healthy and hazard-free environment; and 5. Demonstrate: <ul style="list-style-type: none"> ● energy, enthusiasm and drive; ● self-awareness and consideration; ● an ability to maintain confidentiality; ● honesty and an outstanding work ethic; ● loyalty to the role, people and AISWA; ● commitment to continuous improvement; ● a positive and proactive attitude; and ● respect for self and others. 	

KEY POSITION RESPONSIBILITIES	TASK FOCUS AREAS
<p>Provide Effective and Efficient Support for PL Suites</p>	<p>Hours: 9.00am to 5.00pm Monday to Friday (these hours are required for operational effectiveness).</p> <p>This role is undertaken in partnership with a second Administrative Support Officer (PL Suites / Reception).</p> <ul style="list-style-type: none"> ● Event management for the AISWA Professional Learning Suites (Suites 1 and 2) having responsibility for the oversight of bookings and catering as lodged on-line by a Consultant's Administrative Support Officer or other AISWA staff. ● Daily set up of rooms and equipment for events. ● Greeting of event attendees inclusive of registration and any special requirements such as COVID conditions, dietary requirements, and general questions. ● Arrange catering as required, including setup of morning/afternoon teas and lunches. ● Clearing and reset after each event inclusive of catering and crockery. ● Ensuring that rooms and equipment is well maintained and clean. ● Upload and update TV screen for event details display ● In liaison with AISWA's IT staff, provide technical support to staff and visitors in the Professional Learning Suites as required, including: <ul style="list-style-type: none"> - Connect presenter's device to AV presentation system. Sound check and adjust as necessary - Activate and test presenter microphones - Activate webcam recording (if required) - Set up audio conferencing unit (if required) - Assist presenters connect to the AISWA Guest WiFi network and provide basic trouble-shooting with network connections - Ensure network connection details are available - Check lighting is suitable for video recording - Simple video editing (trim ends, add branding/titles), uploading and link-sharing for recorded session held in training rooms (visitor presentations only)
<p>Administration Support for Consultants</p>	<p>This role currently provides support to the School Leadership Team (one consultant) and two other consultants. This function represents about 40% of the role.</p> <ul style="list-style-type: none"> ● Provide administrative support to assigned consultants on a daily basis inclusive of: <ul style="list-style-type: none"> - Promotion, development, and coordination of AISWA professional learning events on-site and off-site - Preparation of presentation materials - Support in the management of appointments and meetings - Relief at AISWA main reception, if required - Other general administration duties as requested by manager <p>This role may occasionally but infrequently require attendance after 5.00 pm. Additional hours are to be pre-approved by the direct reporting manager, recorded in Outlook Calendar and applied for as Time in Lieu (please refer to AISWA Working Arrangements Policy and Procedures).</p>
<p>Software Specific Requirements</p>	<ul style="list-style-type: none"> ● Microsoft Office Suite- Outlook Email, Publisher, Word, Excel, Teams. ● Expense Manager
<p>Selection Criteria</p>	<ul style="list-style-type: none"> ● Attention to detail ● Strong organisational skills ● Strong interpersonal and communication skills ● Demonstrated ability to work under pressure and to respond flexibly when needed ● Demonstrated ability to handle difficult situations ● Excellent oral and written communication skills ● Skill in using and maintaining databases ● Proficient with Microsoft Office software – Intermediate to advanced level

KEY POSITION RESPONSIBILITIES	TASK FOCUS AREAS
	<ul style="list-style-type: none">• Ability to maintain strict confidentiality• Ability to work independently and as part of a team
Qualifications Required	<ul style="list-style-type: none">• Current National Police Clearance• Current 'C' Class driver's license with access to a vehicle for use as required

Employment Information Collection Notice

1. In applying for this position, you will be providing AISWA with personal information. We can be contacted at PO Box 1817, Osborne Park DC WA 6916 or at 3/41 Walters Drive OSBORNE PARK WA 6017, by email at admin@ais.wa.edu.au or by phoning (08) 9441 1600.
2. If you provide us with personal information, for example, your legal name and address or information contained on your resume, we will collect the information in order to assess your application for employment. We may keep this information on file for a period of up to 60 days if your application is unsuccessful in case another position becomes available unless you advise us otherwise.
3. AISWA's Privacy Policy contains details of how you may complain about a breach of the Australian Privacy Principles (APP) 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. The AISWA Privacy Policy can be viewed via: <http://www.ais.wa.edu.au/scripts/privacy.cfm>
4. We will not disclose this information to a third party without your written consent.
5. We are required to collect information regarding whether you are or have been the subject of an Apprehended Violence Order and certain criminal offences under Child Protection laws. We may also collect personal information about you in accordance with these laws.
6. AISWA may store personal information in the 'cloud', which may mean that it resides on servers which are situated outside Australia.
7. If you provide us with the personal information of others, such as your Referees, we encourage you to inform them that you are disclosing that information to AISWA and why, that they can access that information if they wish, and that AISWA does not usually disclose the information to third parties.