

POSITION DESCRIPTION

POSITION TITLE	Administrative Support Officer	
REPORTS TO	Manager School Leadership and Teacher Quality, and Registration and Compliance Consultants	
MAIN PEOPLE INTERACTIONS	INTERNAL Consultants Administrative Support Officers Other AISWA employees	EXTERNAL External Presenters School Principals and staff Committee Members PL attendees and visitors Providers/Suppliers Funding Agencies
POSITION PURPOSE	Provide effective, efficient, and confidential administrative support, as required by the School Leadership and Teacher Quality team, and the Registration and Compliance team.	
PURPOSE, AND VALUES, AND STATEMENT OF INTENT	<p>PURPOSE</p> <p>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</p> <p>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 • 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 • respect for self and others. 	

KEY POSITION RESPONSIBILITIES	TASK FOCUS AREAS
Provide Effective and Efficient Administrative Support	<ul style="list-style-type: none"> • Manage event, team and individual consultant Outlook calendars • Administrative and secretarial support to consultants • Support Professional Learning (PL) events and meetings <ul style="list-style-type: none"> – Set up event on website and manage registrations – Manage venue and catering bookings – Manage speakers and associated arrangements – Prepare event documentation (e.g. agendas, resources) – Welcome participants, set up and clear facilities – Deal with enquiries and provide assistance (pre, during and post event) – Post event participant reconciliation • Make and manage travel bookings including flights, accommodation, hire car and/or other logistics for consultants • Draft and distribute internal and external correspondence and communications, such as emails, letters, flyers, bulletin notices, newsletters, and social media posts • Maintain and update AISWA website content for consultants and teams • Enter data with accuracy and in a timely manner

Selection Criteria	<p>Essential</p> <ul style="list-style-type: none"> • Considerable experience in a similar role (3-5 years) including event management, organising meetings, and making travel arrangements • High-level proficiency with Microsoft Office software including Word, Publisher, Excel, PowerPoint, Outlook, and Teams • Strong organisational skills and ability to manage a diverse workload and deadlines within time constraints • Proven meticulous attention to detail and experience in draft and final version proofreading • Ability to maintain strict confidentiality <p>Desirable</p> <ul style="list-style-type: none"> • Ability to effectively communicate and collaborate with work colleagues • Experience working with website content and databases • Excellent oral and written communication skills • Excellent phone enquiry skills • Analytical and problem-solving skills • Ability and experience working autonomously and as a team member <p>Other requirements</p> <ul style="list-style-type: none"> • Ability to work flexible hours including attendance at events held outside usual hours of work (occasional) • Current 'C' Class drivers' licence and access to a licenced vehicle for work use as required
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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.