

Position Description

Position Details:

Position Title:	Course Coordination Officer
Department:	Education and Support
Position Status:	Part Time, Ongoing
EFT:	0.6
Location:	Wangaratta

Signatories and endorsements:

Manager Title:	Team Leader Learner Experience
Manager Signature:	
Incumbent Name:	
Incumbent Signature:	

The Centre encourages all people of diverse backgrounds to apply to join its team including but not limited to Aboriginal and Torres Strait Islander (ATSI), Culturally and Linguistically Diverse (CALD), Sex, sexuality and gender diverse (LGBTQIA+) community and those living with a disability.

Position summary

The primary purpose of this position is to provide course coordination of The Centre's training courses.

- This entails ensures all courses resources are scheduled, prepared, and booked. Including, facilities/rooms, program materials and equipment.
- Ordering and/or printing and maintenance of stock materials.
- Create a maintenance and monitoring of resource tracking system for resource stock, program materials and IT equipment.

About The Centre

Our Vision

Bright futures, thriving communities

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Our Purpose

We exist to unlock hope and potential, create positive connections and achieve rewarding opportunities with our people and communities.

Our values and behaviours

These values and behaviours guide us in how we do things at The Centre. Their purpose is to guide the Board, management, staff and our learners and clients as they interact with us and our communities.

Respect

We respect the right of all people to access opportunities to learn, grow and achieve the goals that are appropriate for them as an individual within their own circumstances.

Integrity

We value excellence and accountability in everything we do. We are committed to always being honest and trustworthy.

Empathy

We provide a safe environment that embraces diversity and equality. We value every person's potential and their right to take action to improve their lives.

Collaboration

We work in partnership with stakeholders, using their knowledge and skills and our own to create programs and services that add value to the lives of our people and communities.

For additional information relating to joining us and working at The Centre, please refer to Our Culture on our website.

Organisational environment

The Centre for Continuing Education Inc is a Registered Training Organisation (RTO) providing vocational education and training, and other learning and education programs in communities throughout the Victorian Hume region, including both large and smaller regional locations. The Centre, a community-owned not-for-profit adult and community education college, was established over 60 years ago. It operates a unique blend of community building programs, learner engagement support and education programs for people with low educational attainment and multiple challenges through to people seeking entry into the workforce. The Centre also offers a range of community programs to build the capacity of and achieve beneficial outcomes for our communities throughout the Hume region.

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This provides us with significant opportunities to support and work with people in the community to overcome barriers and challenges to enable them to fully participate socially and economically in our communities.

The Centre operates out of campuses in Wangaratta and Seymour, and through local partnerships throughout the Hume Region.

The Centre's departments are:

1. Education and Support
2. Finance
3. Quality and Compliance
4. Sport North East
5. Aged Care Volunteer Visitors Scheme

The Centre is a Child Safe organisation, committed to providing a child safe environment where children and young people are safe and feel safe, and their voices are heard about decisions that affect their lives.

The Centre is committed to building and nurturing a workplace that is free from discrimination, victimisation and allows for equal opportunity, including employment of Aboriginal and Torres Strait Islander people.

Reporting relationships

Reports to:	Team Leader Learner Experience team
Supervises:	nil

Contacts

Internal relationships	Education and Support Department and Quality and Compliance Department
External relationships	industry stakeholders and resources, consumables, and good suppliers

The Centre operates through a collaborative, team-based structure.

Resource delegation

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Budgeted purchasing delegation as per The Centre's Instrument of Delegations.

Key responsibility areas (KRAs)

1. Role Specific

1.1 Coordination of programs

- 1.1.1 Create and maintain trainer utilisation spreadsheet and assign trainers to programs.
- 1.1.2 Create and maintain yearly course schedules for all programs.
- 1.1.3 Timetable all programs in line with The Centre's quality and compliance processes, documents and guidelines
- 1.1.4 Coordinate Program commencement and liaise with internal personnel as required to ensure minimum/max number are met, venue set-up, readiness, resources, and materials are ready for course commencement.
- 1.1.5 Manage the program data input into the student management system.
- 1.1.6 Co-ordinate Education and Support staff to ensure accuracy of program information.
- 1.1.7 Create a maintenance and monitoring of resource tracking system for resource stock, program materials and IT equipment.
- 1.1.8 Ensure required resources as specified in The Centre's Training and Assessment Strategies for all programs, are ordered, printed, and purchased in a timely manner.
- 1.1.9 Develop and maintain relationships with external suppliers.
- 1.1.10 Create short course delivery folders containing all required compliance documents.
- 1.1.11 Maintain, record, and issue earner's IT equipment.

2. General

As a staff member of The Centre:

- 2.1 Contribute to The Centre's commitment to providing a child safe environment. This includes compliance with and support of The Centre's Child Safe Policy and related procedures, and Child Safe Code of Conduct.
- 2.2 Contribute to the process of continuous improvement, including new initiatives of The Centre.

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- 2.3 Comply with the Code of Conduct and all policies and procedures of The Centre.
- 2.4 Comply with OH&S and Equal Employment Opportunity (EEO) requirements of The Centre.
- 2.5 Maintain excellence in customer service, a respectful and inclusive attitude to diversity, and commitment to continuous learning and improvement, to support The Centre's strategic growth and development.

Note: The incumbent can expect 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 Centre's regular performance planning and review process.

Accountability and authority

The incumbent will work within The Centre's policies, procedures, quality management processes and compliance requirements.

Additional information

A six-month probationary period applies to this position.

The incumbent may be required to travel as part of completing the required duties of the role.

Skills, knowledge and abilities

Required key selection criteria (these criteria only to be addressed in employment application)

1. Experience in office administration
2. Demonstrated ability to manage time effectively and work to strict deadlines.
3. Demonstrated ability to interpret complex schedules and independently prioritise tasks accordingly.

Other required skills and knowledge

1. Strong communication and interpersonal skills that include the ability to provide open and honest feedback in a respectful manner.
2. Demonstrated ability to work autonomously, and as part of a team to develop and achieve team goals and program outcomes.

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3. Demonstrated initiative and ability to adapt to change, a positive can-do attitude and willingness to accept responsibility for decisions and actions.
4. Strong time management skills with the ability to multi-task and deliver to required timeframes while maintaining a high attention to detail.
5. Excellent verbal, written and interpersonal skills
6. Strong computer skills with experience using Microsoft Outlook, Word, Excel and databases.
7. Ability to exercise discretion and maintain confidentiality within legal constraints around this.

Highly Desirable

Qualifications and Licences	Essential/Preferable
Certificate II or above in Business Administration	Preferable
Current employee Victorian Working with Children Check Card (WCC)	Essential
Satisfactory National Police Records Check	Essential
Current Australian Drivers Licence	Essential

Salary and conditions

- As a not-for-profit Benevolent Charity, The Centre can offer Salary Packaging and Novated Leasing which can provide you with tax savings.
- Staff participate in developing their Individual Performance Plans each year.
- The Centre is committed to supporting professional development of its staff, which is established through each staff member's Individual Learning and Development Plan.

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