

POSITION DESCRIPTION – Professional Services Staff For levels 1 to 5

Position Title: Professional Experience Administration Officer Level: 5
Faculty: Faculty of Social Sciences Department: School of Education

Primary purpose of the position:

The School of Education is seeking to appoint a Professional Experience Administration Officer who can work collaboratively with the team in the PEX Unit to ensure effective service delivery and coordination of the School's Professional Experience program within Early Childhood Centres, Primary and Secondary Schools in NSW in accordance with Government and University procedures and requirements. The School of Education is highly regarded in terms of its preservice education programs placing over 2,000 placements in school and Early Childhood settings each year.

This position requires professionalism, exceptional customer service standards, a pro-active approach to work practices and a highly competent user of Microsoft Office suite of software. Work environment experiences continuous interruptions.

Position Environment:

The Faculty of Social Sciences was created following the Faculty restructure in 2012. As a result of the 2013 Schools Review the Faculty of Social Sciences now includes the School of Education, the School of Psychology, the School of Health and Society and the Department of Geography and Sustainable Communities. The disciplines include education, psychology, social work (2015), public health, occupational health and safety, geography and the land and heritage management. In 2015 the Faculty of Social Sciences will introduce a Bachelor of Social Sciences that will draw its majors from the specialisations available within the Faculty.

Major Responsibilities:

Tasks	Percentage of time	Office Use Only
1. Administration and management of Professional Experience for all students: <ul style="list-style-type: none"> • Close liaison with the Convenor of Professional Experience and the Professional Experience Coordinator; • Liaise with students to facilitate placements for Professional Experience and ensure program requirements are met; • Provide guidance and exceptional customer service to students and other stakeholders in matters related to the student lifecycle • Liaise with schools (Department of Education and Communities (DEC), Catholic Education Office (CEO) and Association of Independent Schools) to provide placements for student teachers in the School's undergraduate and postgraduate programs. • Manage, and maintain online Professional Experience placement enrolment system and website; • Maintain Professional Experience placement offers and school and centre contacts; • Coordinate the placement allocation of students to schools according to the criteria and circumstances relating to students' teaching methods, home address, personal and family circumstances and equity issues; • Administer International Teaching Experience database and placements; 	50%	

<ul style="list-style-type: none"> Maintain contact with schools and students during Professional Experience and ensure that enquiries received from students or schools are dealt with promptly and effectively; Administer Explore your Future (<i>Beyond the Line/Beyond the Bridge Initiatives</i>) and similar placements with the DEC; 		
2. Provide administrative support to the Professional Experience Program: <ul style="list-style-type: none"> Draft and prepare correspondence, documentation and desktop publishing; Develop and coordinate the School Planner; Develop and produce Professional Experience handbooks across all programs; booklets for the DEC Explore your Future - <i>Beyond the Bridge and Beyond the Line</i> and International Teaching Experience; Proof reading; Develop and manage databases. 	40%	
3. Coordinate and maintain Working with Children Check for students and Academic Liaison staff, including liaising with the Office of the Children's Guardian.	10%	
4. Working with other School of Education Units to ensure seamless service delivery	Ongoing	
5. Supervisory roles: Communicate and consult with staff on workplace and staffing matters.	Ongoing	
6. Observe principles and practices of Equal Employment Opportunity	Ongoing	
7. Have WH&S responsibilities, accountabilities and authorities as outlined in the http://staff.uow.edu.au/ohs/commitment/responsibilities/ document	Ongoing	

Inherent Requirements:

This position description outlines the major accountabilities/responsibilities and the selection criteria against which you will be assessed as suitable for the position. As such there will be specific job requirements that we refer to as Inherent Requirements.

Inherent Requirements refer to your ability to:

- Perform the essential duties and functional requirements of the job;
- Meet the productivity and quality requirements of the position;
- Work effectively in the team or other type of work organisation concerned; and
- Do the job without undue risk to your own or others health, safety and welfare at work.

If you have any injuries, illness, disorder, impairment, condition or incapacity that may affect your ability to perform the inherent requirements of the position, we encourage you to discuss this with the University to assist in the process of identifying reasonable adjustments to enable you to perform the duties of the position. The University wants to place you in the best situation to use your skills effectively in the position you are applying for at the University.

Reporting Relationships:

Position Reports to: Professional Experience Coordinator

The position supervises the following positions: Limited supervision of the Professional Experience Administrative Assistant

SELECTION CRITERIA - Knowledge & Skills:

Essential:

- Demonstrated excellent written and verbal communication skills
- Demonstrated knowledge of the NSW education system particularly in relation to teacher education;

- Demonstrated interpersonal skills with an ability to build effective working relationships with internal and external stakeholders;
- Demonstrated analytical skills to interpret and analyse data to produce reports; and
- Demonstrated skills in administering complex scheduling, for example, the ability to place students into schools and other community organisations.

SELECTION CRITERIA - Education and Experience:

Essential:

- A combination of relevant education, training and experience deemed appropriate;
- Demonstrated skills and experience in providing a high level of customer service;
- Demonstrated experience in working as a member of a team in a busy environment;
- Demonstrated high level organisational experience including a capacity to meet strict deadlines and manage conflicting priorities; accuracy and attention to detail;
- Demonstrated high level of experience using Microsoft Office suite of computer software including spreadsheets and databases.

Personal Attributes:

- Flexibility with the ability to work individually and as part of a team;
- Capacity to manage issues of a sensitive nature ensuring confidentiality;
- Ability to use initiative to creatively solve problems, take responsibility and to learn new processes;
- Commitment to ensuring a task is completed within strict deadlines; and
- Cross-cultural sensitivity.

Special Job Requirements:

- Ability to work flexible hours when required.
- Attend off-site meetings at schools and related stakeholder organisations.
- This position requires a Working with Children Check.

Organisational Chart:

Organisational chart coming soon

Approval:

Approval by Head of Unit: _____

Date: _____

Approved by Human Resources: _____

Date: _____