



JOB DESCRIPTION

Job Title	Transforming Training Administration Assistant
Job Type	Full-time or part-time as negotiated
Salary Classification	NT Christian Schools AO 2.1 – AO 3.1
2022 Annual Salary Range (full time)	\$57,406.00 - \$64,050.00 (6 wks AL) Dependent on qualifications and experience. Plus superannuation contribution of 10% of your annual salary.
School/Entity	Transforming Training
Responsible to	Director of Training and Community Impact
Year	2022

Introduction

All people who work for NT Christian Schools are expected to have a clear understanding of, and unqualified commitment to the biblical basis, '**What We Believe**', and to act both in the workplace and in other contexts in ways that are consistent with that basis.

With a mutual commitment to God through Jesus Christ, staff members ought to serve and love one another as Christ loves them. This also means an acknowledgement that all people are fallible and need to be entirely reliant upon God. The organisation has expectations of mutual love, service, trust, acceptance, patience, forgiveness and support.

General Expectations

Work in Transforming Training and in its educational communities involves serving and supporting those people for whom NT Christian Schools exists, namely our learners/students and their families.

Transforming Training is the Registered Training Organisation (RTO) of NT Christian Schools. It Delivers Vocational Education and Training for secondary students and adults both within and outside NT Christian Schools. Transforming Training employees are expected to work as a member of a team as we pursue the vision and mission of NT Christian schools, "To be Christian communities, learning together to live life as God intended, offering hope for the world." We seek to apply this vision to the Transforming Training context and pursue it together core by serving and supporting each other in the tasks to which God has called us.

These responsibilities and duties are, therefore, underpinned by expectations of generosity, openness, teamwork, effectiveness, efficiency, attention to detail, pleasant working relationships and maintenance of an effective, attractive, safe work environment.

Responsibilities

- Be the initial contact for learner and client and general enquiries
- Maintain accurate learner and client enquiries in regards to training
- Oversee student admissions and graduation process
- Manage trainers' support services for the learner and trainers' resources
- Ensure student records are updated with grades, attendance etc. via the Student Management System (PowerPro)
- Manage the USI policy and procedures
- Extract and validate AVETMISS data as required. Including making corrections to data as identified by validation process.
- Perform general clerical tasks, such as printing academic transcripts and certificates
- Administer traineeships in a compliant manner, including liaising with AANT
- Prepare students Learning Management Software (Canvas)
- Provide monthly checks on RTOs expenditure (including receipt of monies)
- Participate in professional development opportunities
- Administer and record national learner and employer evaluations questionnaires
- Order office supplies and trainer/learner resources
- Perform general office support and administration
- Other duties as required

Selection Criteria

Essential

- Ability to reflect the Christian faith in the workplace
- Working with Children Clearance (Ochre card)
- Criminal History Check
- Experience in working with computerised data software
- Excellent written and verbal communication skills
- High level of attention to detail
- Comfortable working independently as well as part of a small team
- Very high work ethic and strong follow-up culture
- Responsible and accountable
- Highly organised and the ability to prioritise workloads
- Experience working in administrative positions

Desirable

- Demonstrated knowledge of the VET sector
- Hold a current qualification in Business Administration or similar qualification, or willingness to obtain.
- Experience with Canvas LMS