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## Administration Coordinator, LDC

Key Position Information	
Job Title:	<b>Administration Coordinator, Learning and Development Centre (LDC)</b>
Business Unit:	<b>Learning and Development Centre</b>
Location:	<b>Sydney, NSW</b>
Reports To:	<b>Manager, Learning and Development Centre</b>
Status:	<b>Fixed Term, Full Time (35 hours / week)</b>
Salary	<b>SCHADS Level 2, Pay point 1 \$60,000 – \$65,000 plus superannuation, commensurate with experience (not-for-profit salary packaging available)</b>
Financial Delegation	<b>Category TBC (total budget to be determined)</b>
Direct reports:	<b>NIL</b>

About AbSec
<p>AbSec - NSW Child, Family and Community Peak Aboriginal Corporation is the peak Aboriginal organisation in the NSW child and family welfare sector. We provide an Aboriginal perspective on child protection and out-of-home care policy to the NSW Government and support the Aboriginal community-controlled sector to deliver effective services for Aboriginal children and families. We are a not-for-profit, incorporated community organisation, governed by an all-Aboriginal board.</p> <p>AbSec Learning and Development Centre (AbSec LDC), a subsidiary organisation and registered training organisation. AbSec LDC is the only registered training organisation in NSW owned and managed by Aboriginal people in the child and family support sector, offering recognised qualifications in disability support, family welfare and child protection, as well as governance, leadership and management.</p> <p><b>Our Vision</b>            Aboriginal children and young people are looked after in safe, thriving Aboriginal families and communities and are raised strong in spirit and identity, with every opportunity for lifelong wellbeing and connection to culture.</p> <p><b>Our Principles</b></p> <ul style="list-style-type: none"> <li>• <b>Acknowledgement and respect</b> – acknowledging the diversity of all Aboriginal nations and respecting traditional owners of the land, constantly reminded by Elders, and cultural knowledge of communities to inform our action</li> <li>• <b>Professionalism and integrity</b> – acting with the highest level of professionalism for our communities, ensuring our integrity will not be compromised in striving for the provision of quality, culturally responsive and accessible supports</li> <li>• <b>Self-determination</b> – ensuring that our focus is underpinned by the rights of Aboriginal people to make decisions that impact their lives, recognising the interests of Aboriginal children, young people, families and carers, and communities in all that we do</li> </ul>

- **Independence and solutions focused** – serving the interests of Aboriginal children, young people, families, people with disability, communities and the organisations that support them to deliver holistic approaches to issues impacting them
- **Transparency and commitment** – remaining committed to our people in everything we do, ensuring our actions are clear and promoted at every opportunity

### Role Purpose

The Administration Coordinator, LDC is responsible for providing administrative support to the Learning Development Centre. Responsibilities will include management of Student Management System (MS) (aXcelerate), student enrolments and reporting, coordinating workshops and customer service.

### Position Requirements

- Completion or progress towards an appropriate qualification such as Certificate III or Diploma of Business is desirable.
- Experience working in Vocational Education and Training in a support role.
- On-the-job experience providing effective administration/business support.

Function	Accountabilities
<b>Operational</b>	<ul style="list-style-type: none"> <li>▪ Handle all initial enquiries referring to LDC Manager where required.</li> <li>▪ Manage bookings for courses and trainer availability in accordance with client requirements.</li> <li>▪ Monitor and ensure timely return of course enrolment documentation.</li> <li>▪ Coordinate course resources including hard copy and online, in a timely manner.</li> <li>▪ Coordinate staff travel requirements.</li> <li>▪ Manage all aspects of SMS; uploading setting up new and upgraded courses, setting up new certifications and qualifications, USI verifications, troubleshooting issues with the AXcelerate team.</li> <li>▪ Generate student progress reports and data from AXcelerate as required.</li> <li>▪ Deal with complex enquiries from students and employers relating to learning pathways and outcomes.</li> <li>▪ Manage the collection, analysis and reporting of surveys.</li> <li>▪ Provide assistance to the Manager, LDC to ensure compliance with internal and external quality system requirements.</li> <li>▪ Co-ordinate the LDC's reporting obligations both internally and externally as required.</li> <li>▪ Maintain documentation to support the compliance with the VET Quality Framework.</li> <li>▪ Coordinate marking of assessments and ensure outcomes are updated in SMS within the required timeframes.</li> <li>▪ Manage student completions ensuring certification is issued within the required timelines.</li> <li>▪ Other duties requires of this role as requires.</li> </ul>
<b>Organisational Contribution</b>	<ul style="list-style-type: none"> <li>▪ Work collaboratively with managers and team members to achieve AbSec/LDC project objectives.</li> <li>▪ Consistently act in accordance with AbSec/LDC values, challenge practices inconsistent with these values, and use values as a basis for managing relationships and decision-making.</li> <li>▪ Comply with AbSec/LDC Policies and Procedures.</li> <li>▪ Participate in organisational and professional development activities as directed.</li> </ul>
<b>Key Relationships</b>	<ul style="list-style-type: none"> <li>▪ Senior Manager, Learning and Development Centre team to ensure robust input into activities.</li> <li>▪ LDC team to contribute to directions and implementation activities on organisational objectives.</li> <li>▪ Aboriginal community-controlled agencies, including member agencies and non-Aboriginal agencies.</li> <li>▪ Workplace organisations and participants.</li> </ul>

### Selection Criteria

**The occupant of this position will be able to demonstrate the following criteria:**

- A qualification in Business Administration and/or experience in an education or training environment.
- Demonstrated experience managing student records with exceptional administration skills and outstanding attention to detail.
- Exceptional computer literacy with demonstrated experience using AXcelerate student management and learning management systems, Microsoft Office suite and other software as required.
- Demonstrated experience and ability to complete tasks with pressing timeframes.
- Well-developed organisational and time management skills.
- Ability to work cooperatively and collaboratively in a team based work environment, including a demonstrated commitment to customer Service and problem solving for the benefit of the customer or client.

### Practical Requirements

- The preferred candidate will be engaged on a fixed term contract.
- Work outside of the normal hours of duty may be required.
- Employment will be subject to a National Police Clearance and a NSW Working With Children Check.
- This position has been classified under the Social, Community, Home Care and Disability Services Industry Award 2010. Salary is subject to negotiation, skills, and experience.
- Appointment to this position of a person not currently an employee of AbSec will be subject to a probationary period of 6 months.
- Applications from Aboriginal and Torres Strait Islander people are strongly encouraged - Aboriginality is a genuine occupational requirement, and documentation may be required to demonstrate.

**To obtain a position description please visit our website:** <https://www.absec.org.au/careers.html>

**For Further information:** please contact Adele Savvas [adele.savvas@absec.org.au](mailto:adele.savvas@absec.org.au) or 0295595299

**To apply:** Address the selection criteria outlined in the position description. Interested applicants are required to address the essential criteria demonstrating their experience against each point, submit a cover letter (maximum 2 pages) and current resume (maximum 5 pages).

**Note:** if applicants do not address the selection criteria the application will not be considered.

**Email applications to:** [recruitment@absec.org.au](mailto:recruitment@absec.org.au)

**Applications Close: COB Friday 29 April 2022.**