

## Job Opening Report

### Job Opening Summary

<b>Department</b>	018045(Mildura Senior College)	<b>Location</b>	Mildura Senior College
<b>Classification</b>	Ed Support Level 1-Range 3	<b>Role Type</b>	General Admin
<b>Job Posting Title</b>	ES1-3 Executive Assistant, Events and Public Relations Manager		
<b>Subjects/Duties</b>	School Administration	<b>Level</b>	Secondary Years 10-12
<b>Begin Date</b>	10/05/2021	<b>End Date</b>	
<b>Regular/Temporary</b>	Ongoing		
<b>Hours</b>	38.00		
<b>Reference #</b>	1223481		
<b>Contact Name</b>	Belinda Hudak		
<b>Phone</b>	03 5021 2911		
<b>School Website</b>	www.milsen.vic.edu.au		
<b>Apply By</b>	28/04/2021		

### Position Descriptions

**Visible Description Type** Internal and External Selection Criteria

**Description**

1. Demonstrated high level of written, oral communication skills and interpersonal skills, with an ability to relate effectively and sensitively with a range of stakeholders.
2. Demonstrated ability to work autonomously and with initiative to ensure the continuous, efficient and professional operations in the work environment, and to work proactively in a team to enhance work systems, practices and relationships.
3. Demonstrated expertise in planning, developing and managing public relations, events and media publications.
4. Demonstrated experience in working with multiple priorities in a fast-paced environment, and a proven ability to adapt to change quickly when required.
5. Having well-developed organisation skills with a demonstrated ability for effective time management, establishing priorities, procedures and guidelines relating to the work area.

**Visible Description Type** Internal and External Role

As listed in the Victorian Government Schools Agreement 2017, 5 (a)(ii) an education support class employee can be required to attend for duty and/or professional development up to a maximum of 6 days of the additional leave specified in clause 26(1)(b). Attendance can only be required during one or two school vacation periods in a year at the commencement or conclusion of a school vacation period and the employee must be provided with reasonable notice, being not later than four weeks into the preceding term.

Additional ordinary hours that may be required by this position are subject to the Mildura Senior College ES TIL Policy.

Range 3 is distinguished by the introduction of management responsibility and accountability for the delivery of professional support services. The role will usually impact beyond the work area or professional field. It seeks to gain cooperation of other staff members or members of the school community to achieve specific objectives, such as in school administration, operations or educational programs.

**Description**

Direction on targets and goals is provided but the position will have some degree of latitude in determining how they are achieved. This latitude will generally be limited by standard procedures and school policy. Deviation from standard procedures and school policy will require guidance and direction from senior management.

The provision of business management responsibilities becomes a feature at range 3. Management of staff to achieve the expected outcomes is a key responsibility. Staff management issues will be resolved with minimal reference to senior management, although guidance will be required in more complex cases. Senior management will be provided with timely reports and advice, although this will generally be confined to matters relating to the immediate work area, service provision or educational program and is unlikely to impact substantially on whole of school operations.

This is the minimum range for positions that carry a mandatory qualification requirement of not less than four years. Professional

student support positions become a feature at range 3 (e.g. therapists, psychologists) where standard professional services are delivered. Professional support and guidance will be close at hand and deviation from standard procedures and school policy will require guidance and direction from senior management.

An education support class position supports the educational services being provided to students, but must not include duties of teaching as defined in clause 2.6.1 of the Education and Training Reform Act 2006 (Vic) or its successor. Supervision of students cannot be required except where it is an integral part of the employee's position or involves supervision of students individually or in small groups, in controlled circumstances, where the responsibility for students remains clearly with a teacher.

**Visible  
Description Type**

Internal and External  
Responsibilities

The Executive Assistant & Public Relations Manager is responsible for the following:

**Executive Assistant**

Provide professional and confidential administration support to the College 's Executive team being the Principal, 2 x Assistant Principals and the Business Manager by;

**Description**

- Reporting directly to the College Principal, the Executive Assistant provides executive support in a one-on-one working relationship.
- Demonstrating strong written and verbal communication, administrative, and organizational skills.
- Managing multiple priorities and the ability to work independently on projects, while exercising good judgment in a variety of situations.
- Managing the College Principals calendar of appointments, keeping them well informed of upcoming commitments and responsibilities and following up appropriately.
- Composing and preparing confidential

correspondence.

- Communicating directly, and on behalf of the College Principal with members of the College community, by acting as a point of contact between the Principals and all stakeholders.
- Providing support on day to day operations across the College.
- Assist in the preparation of reports and presentations (including proofing and editing).
- Coordinating and scheduling meetings and appointments as required.
- Coordinating travel and associated bookings for the Executive team, subject to DET & MSC travel and PD Policy and procedures.
- Gathering data and information sourcing for reporting as required.
- Attend meetings and keep record of minutes.
- Meeting with clients, stakeholders and other individuals/groups on behalf of the Principal as required.
- Ad hoc administrative duties as required.
- Introducing efficiency and automation solutions.
- Demonstrating excellent communication, planning and scheduling skills and adhering to strict timelines.

### **College Public & Media Relations**

- In conjunction with the College ICT technician maintaining the College Website, ensuring displayed information is accurate and engaging.
- Liaising with College IT technician / Principal class and other stakeholders on a regular basis to ensure all

College communication platforms (e.g. Compass/ Website) are kept up to date and relevant, with all documentation regularly reviewed and updated where necessary (e.g. Handbooks, forms, newsfeed) including the College Calendar.

- Coordinating the publication of the College Newsletter.
- Maintaining the School Operations planner.
- Monitoring email accounts as allocated, on a daily basis.
- Highly proficient with MS Office (Outlook, Word, Excel, Publisher & PowerPoint) and Social Media platforms (Facebook & Instagram).
- Coordinate the Press/Media when required.

### **Event Management**

- Develop, produce & deliver events from proposal stage to delivery.
- Liaise with the staff & stakeholders to promote events activities.
- Coordinate external services e.g. catering, signage, AV, printing, security (as required).
- Develop and manage supplier and sponsor relationships.
- Project manage the onsite and / or virtual delivery of events, including but not limited to: Commencement Ceremony, Open Day, Graduation, Transition, Enrolment & Information events.
- Have an ability to work independently on projects and have a high level of event management skills, with an attention to detail.
- Close collaboration with VCE, VCAL and VET coordinators when determining student Scholarships and

Awards nomination.

- Create and edit presentations and documents as required.

### **General**

- Communicate effectively and foster positive relationships with all members of the school community.
- Preparation of documentation that may include high levels of professional or technical language.
- Actively seek and participate in professional development (subject to College P&D guidelines).
- Attend and participate in ES Team Leader and relevant team meetings.
- Participating in the College 's performance and development processes in line with DET requirements.
- General duties as directed by the Principal within the requirements of ES1-3 dimensions of work as listed in the Victorian Government Schools Agreement 2017.

### **Education & Experience**

- Relevant Certificate, Degree or Diploma relating to Communications, Public Relations and / or Event Management is highly desirable.
- Experience as a Senior Personal Assistant / Executive Assistant or similar role is highly desirable.
- Current Drivers Licence.
- Current Working with Children and Victorian Criminal Records Check.
- Emotional maturity and a strong work ethic.

**Visible Description Type** Internal and External Who May Apply

**Description** Individuals with the aptitude, experience and/or qualifications to fulfill the specific requirements of

the position.

**Visible Description Type** Internal and External  
EEO AND OHS Commitment

**Description** The Department values diversity and is committed to workforce diversity and equal opportunity in schools and all education workplaces. The Department recognises that the provision of family friendly, supportive, safe and harassment free workplaces is essential to high performance and promotes flexible work, diversity and safety across all schools and Department workplaces.

**Visible Description Type** Internal and External  
Child Safe Standards

**Description** Victorian government schools are child safe environments. Our schools actively promote the safety and wellbeing of all students, and all school staff are committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations including child safe standards. All schools have a Child Safety Code of Conduct consistent with the Department ' s exemplar available at <http://www.education.vic.gov.au/about/programs/health/protect/Pages/chilsafestandards.aspx>

**Visible Description Type** Internal and External  
DET Values

**Description** The Department ' s employees commit to upholding DET ' s Values: Responsiveness, Integrity, Impartiality, Accountability, Respect, Leadership and Human Rights. DET ' s Values

complement each school ' s own values and underpin the behaviours the community expects of Victorian public sector employees, including those who work in Victorian Government Schools. Information on the DET values is available at <http://www.education.vic.gov.au/hrweb/workm/Pages/Public-Sector-Values.aspx>

**Visible Description Type** Internal and External  
Other Information

Dear Applicant

Thank you for your interest in this vacancy at **Mildura Senior College**

**Description**

- Applicants should address the key selection criteria.
- Attaching your letter of introduction, resume and key selection criteria in one document is most helpful.
- Day time phone numbers are vital to make appointments for an interview in the event that you are shortlisted.
- If you have an Employee ID Number, please include it on your application.
- Three (3) Referees are required. Please provide names, contact phone numbers and e-mail addresses (Most recent employer is preferred).
- A copy of your current Employee **Working With Children Check** will be required if successful.

**Visible Description Type** Internal and External  
Conditions of Employment

**Description**

- All staff employed by the Department and schools have access to a broad range of employment conditions and working



arrangements.

- Appointment of successful applicants will be made subject to a satisfactory pre-employment conditions check.
- A probationary period may apply during the first year of employment and induction and support programs provided.
- Detailed information on all terms and conditions of employment is available on the Department's Human Resources website at <http://www.education.vic.gov.au/hrweb/Pages/default.aspx>

**Visible Description Type** Internal and External Location Profile

**Description**

Mildura Senior College is an educational landmark located in the heart of Mildura. With a student population in 2020 of 925 enrolled students with the addition of Year 10 VCE & VET external enrolments from surrounding schools. The College is one of a small number of stand-alone Senior Colleges in the state catering exclusively for Year 11 and 12 students undertaking the Victorian Certificate of Education (VCE) or Victorian Certificate of Applied Learning (VCAL). Mildura Senior College provides access to an unparalleled level of choice in the study areas of the VCE, VCAL, Vocational Education and Training (VET) and University Enhancement studies. The College has a clear commitment to the Managed Individual Pathways Program providing timetabled classes and Pathways Teachers advocate for all students. This unique learning environment is highly valued by the school community, which sees it as essential to students developing skills crucial to future success.

The College boasts outstanding facilities, which include the Deakin Trade Training Centre, VCAL Hub, Arts Precinct, Fitness Learning Facilities and numerous undercover student recreational areas. The grounds boast three sporting ovals utilised by College students, neighbouring schools and community sporting groups.

The College is committed to providing suitable senior pathways for all senior students. We work in partnership with our neighbouring 7-10 colleges: Chaffey Secondary College, Irymple Secondary College, Merbein P-10 College, Trinity Lutheran

College and Henderson College. There is close cooperation with these colleges in the areas of Instrumental Music, EAL provision, sport, professional development programs, student transition and orientation. Each year approximately 30% of enrolments come from outside these neighbourhood colleges and include public, catholic and independent schools.

The College provides a young adult learning environment and a learning philosophy built upon partnerships and strong relationships between teachers and students. Mildura Senior College provides clear pathways to further study and the workplace. Our mission is to deliver excellence in education and training opportunities for all students. Students are supported by full time careers and VETis advisors, school to work coordinator, an extensive wellbeing team, student sub-school leaders and a team of staff experienced in the successful delivery of senior studies. Mildura Senior College currently has 112 members of staff including 73 teaching staff.

Mildura Senior College is an inclusive environment that has a diverse student co-hort including Koori, Pacifica and EAL students and celebrates this diversity. The Clontarf Academy is one example of a program at Mildura Senior College, targeted at reducing educational disadvantage for students.

The College is committed to Respectful Relationships and being a Safe School. The College values of **Respect, Responsibility, Resilience, Independence and Success** reflect the culture and behaviours the College aims to develop in students, to enable them to become outstanding young people as they transition on their pathways to the future.

Job Postings			
Description	Posting Type	Post Date	Remove Date
Internet	Internal Posting	15/04/2021	29/04/2021
Internet	External Posting	15/04/2021	29/04/2021

Job Information	
<b>Created By</b>	09638123(Heidi Earle)
<b>Created</b>	15/04/2021
<b>Opening to Fill</b>	L(Limited Number of Openings)
<b>Target Openings</b>	1

<b>Available Openings</b>	1
<b>Business Unit</b>	DOEBU(DOE Business Unit)
<b>Company</b>	DOE(Dept of Education and Training)
<b>Status Code</b>	010 (010 Open)
<b>Reason for Job Opening</b>	Ongoing-New Position
<b>Status Date</b>	15/04/2021
<b>Date Authorized</b>	15/04/2021
<b>Fixed Term Reason Verified</b>	O

### Staffing information

<b>Region</b>	AUS
<b>Schedule Type</b>	Full-Time
<b>Work Period</b>	DOE Weekly