



Job Description Career Taster Program Administrative Support Level 2

Position Number:	20002798	FTE:	1.0
Division	Training Services 2	Agreement/Award:	Government Officers' Salaries, Allowances and Conditions Award 1989, Public Sector CSA Agreement 2024 or as replaced
Branch:	Apprenticeships & Traineeships		
Location:	Thornlie		

Reporting Relationships

Coordinator Career Taster Programs

Other officers reporting to the above office:

NIL

This Office – officers under direct responsibility

Nil

Key Role Statement

This position provides effective and efficient administrative support with a focus on providing career experiences and activities for year 9 students that will assist them in making informed decisions on their subject selections and post-school options.

Assists the Coordinator CTP in promoting/offering the CT program to internal and external stakeholders and provides course information and process to initiate enrolments/bookings.

Key Responsibilities

- Provides administrative support in developing schedule for year 9 CTP and assists the Coordinator CTP in coordinating CTP activities and courses in early career discovery.
 - Works collaboratively with SMTAFE, schools and industry sector and provides a responsive and high-quality administrative support service for all VETdSS processes including CTP.
 - Assists the Coordinator CTP in promoting/offering the CT program to internal and external stakeholders and provides course information and process to initiate enrolments/bookings.
 - Reports absences of CTP-VETdSS students to parents/guardians and schools.
 - Report student withdrawals to delivery area administration staff.
 - Liaising with program areas and schools for all CTP-VETdSS activities including year 9 careers day as required.
 - Provides a contact point for delivery area enquiries.
 - Assists with preparation of CTP schedules such as incursion/excursion, industry-based career day activities, Early career discovery course enrolments, reports, program feedback and presentations as required.
 - Prepares routine responses to correspondence and general matters, as required.
 - Provides administrative support for the Manager Education Pathways as required.
 - Assists with the planning and development of timelines, policies, and processes.
 - Works collaboratively with Jobs and skills centre staff to identify opportunities for engagement in CTP activities.
 - General administrative duties such as filing, data entry and TRIMMING as required.
 - Monitors and actions CTP-VETdSS email and escalates enquiries where required.
 - Acts with the highest standard of honesty and integrity demonstrating behaviour and decision-making in line with the Public Sector Code of Ethics, SM TAFE Values, and the Staff Code of Conduct.
 - Takes all reasonable care for the safety, health and wellbeing of self and others by adhering to all applicable work health and safety legislation, policies, and procedures.
 - Other duties as required.
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Leadership Context

We believe all our people are leaders irrespective of their role. We consider this as critical to our success and, to support this, we have adopted the Public Sector Commission's - [Leadership Expectations](#) which provides a common understanding of the mindsets and expected behaviours required of all our employees and the public sector.

The leadership context for this role is [Personal Leadership](#).

Selection Criteria

Essential

- Well-developed skills in MS Office applications.
- Using organisational skills, prioritise and coordinate activities, meet deadlines and work without direct supervision.
- Well-developed communication and customer service skills/experience in order to relate effectively with both internal and external clients.
- Ability to work as a team member in a multi skilled environment and with minimal supervision.

Other Requirements

1. Have knowledge of current strategic and operational initiatives in relation to VET delivered to Secondary Schools policies and procedures.
2. A Department of Education Nationally Coordinated Criminal History Check
3. A Working with Children clearance is required for this position.
4. May be required to work from any College campus

CERTIFICATION

The details contained in this document are an accurate statement of the position's responsibilities and requirements.

Business Unit Manager		Managing Director	
Name:		Name:	
Signature:		Signature:	
Date:		Date:	
Reviewed:			