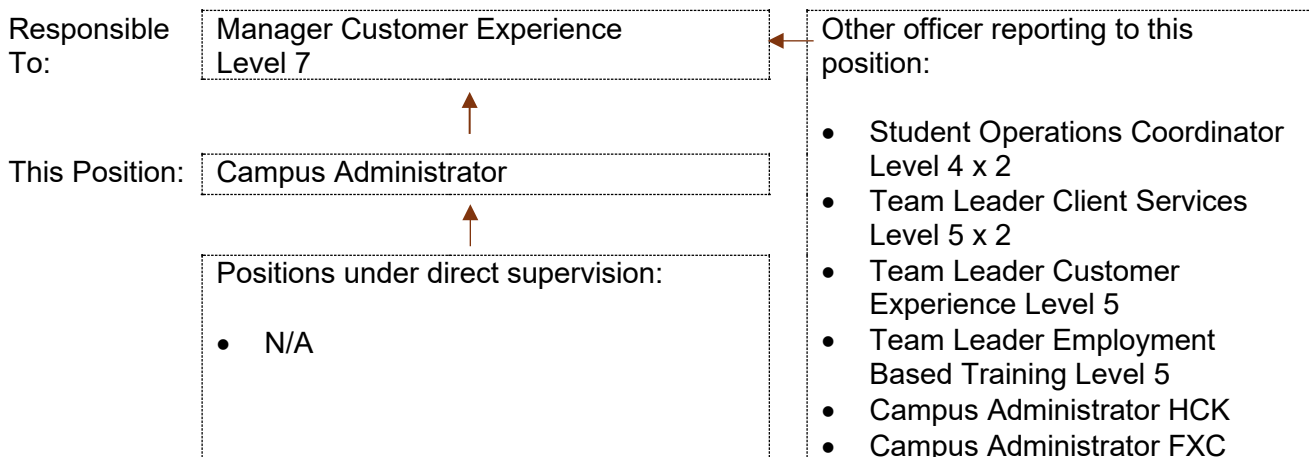


Campus Administrator

Position Details

Position Number: 30000960
 Classification: Level 3
 Award/Agreement: Public Service CSA Agreement 2024 or as replaced
 Directorate: Client Experience
 Location: Newman Campus

Reporting Relationships



Our Purpose

North Regional TAFE (NR TAFE) is the leading regional provider of vocational education and training in Northwest Australia. Our purpose is to build the skills and capacity of the workforce for a sustainable economy and enable resilient communities.

All employees at NR TAFE contribute to the vital role of providing vocational education in rural and regional WA, and job training pathways including to the most vulnerable in the community.

Our Values

The principles and standards of behavior outlined in the NR TAFE Code of Conduct, Values and the Public Sector Commission Code of Ethics are required to be demonstrated by all employees in their day-to-day activities.

NR TAFE is committed to an inclusive, high-performance culture that places the needs of the students and the public at the centre of all that we do.



Position Overview

The Campus Administrator is responsible for the day-to-day coordination of all student and campus administration activities and collaborates with the Team Leader and other Managers as required.

Position Responsibilities

Provides support to the Client Experience team including supporting:

- Undertakes day to day tasks to ensure the smooth running of the campus including, but not limited to, the following:
 - Liaise with facilities on repairs and maintenance of buildings.
 - Assist in the monitoring and resolution of occupational safety and health issues.
 - Coordinate and administer campus operations including reception services, room bookings and class scheduling support.
 - Booking of campus facilities by external parties.
 - Support students on campus to access online learning platforms or provide course information.
 - Support in-class synchronous learning by assisting with set-up, basic troubleshooting, and ensuring equipment and technology are ready for virtual or hybrid delivery
- Supports and promotes a culturally safe campus environment.
- Provides high quality and seamless client service and administrative support to internal and external clients and stakeholders ensuring a professional and supportive campus experience.
- Provides timely services to deliver client services processes, including using Student Management Systems (SMS) relating to, but not limited to:
 - Enrolments and withdrawals.
 - Data entry and documentation
 - Student financial transactions; and
- Ensures enquiries are followed up and provides a “point of return contact” for all clients.
- Maintain accurate records and databases, ensuring data integrity and compliance with record-keeping and privacy obligations.
- Supports and assists in promotion of College programs and services, course delivery information and assisting with College events.
- Contributes to continuous improvement initiatives that support consistent, unified administrative processes across all campuses.
- Undertakes other duties as required

Selection Criteria

Essential

- Demonstrated ability to provide a quality customer service to a diverse range of clients in a professional and student focused manner.
- Ability to self-manage work, including good organisational skills to manage various tasks with competing priorities and within strict deadlines.
- Well-developed computer skills, including a working knowledge of databases, records management systems, spreadsheets, and word processing.
- Well-developed interpersonal skills, including a demonstrated ability to negotiate positive outcomes and to communicate effectively on complex and sensitive matters.

Desirable:

- Knowledge of Vocational Education and Training systems, practices and policies.

Other requirements

May be required to travel to and work from other NR TAFE campuses from time to time.

Appointment Factors

- Location:** NR TAFE Newman Campus (Kimberley or Pilbara negotiable)
- Accommodation:** As per NR TAFE Policy subject to eligibility and availability.
- Allowances:** As per Award.
- Travel:** Travel to and work at other campuses or sites will be required as the need arises.

Special Conditions

National Police History Check:

All new staff being appointed to NR TAFE are required to provide a National Police History Check prior to commencing duty. All applications must be directed to the "Screening Unit" at the Department of Education.

Working With Children Check (WWC):

All new staff appointed to NR TAFE in "child-related work" are required to provide a WWC Check prior to commencing duty. If you receive a Negative Notice or an Interim Negative Notice you will be deemed to have repudiated your contract and your employment will cease.

Current WA 'C' Class Driver's Licence:

All new staff being appointed to NR TAFE are required to have a current WA 'C' Class Licence as staff will be required to travel between campuses, from time to time. For staff appointed from outside Western Australia, you must apply for a WA driver's licence within three (3) months of becoming a resident of WA.



Prescribed Legislation and Regulation:

As an employee of the Western Australian public sector, you have specific obligations to the community of Western Australia and your colleagues. In addition to the prescribed industrial agreement, your employment is governed by the following:

- Public Sector Management Act (1994) and Regulations
- Vocational Education and Training Act (1996)
- Public Sector Code of Ethics
- North Regional TAFE's Code of Conduct
- Equal Opportunity Act (1984)
- Work Health and Safety Act (2020)
- Internet Terms and Conditions of Use
- Employee Software and Compliance Statement
- North Regional TAFE policies and procedures

CERTIFICATION

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

| Director | | Executive Director | |
|------------------|-------------------------------------------------------------------------------------|--------------------|--------------------------------------------------------------------------------------|
| Name: | Mick Fong | Name: | Scott Ryan |
| Signature |  | Signature |  |
| Date: | 7/05/2026 | Date: | 7/05/2026 |