Job Description
VETDSS Admin Officer
Level 3

Position Number: 10001643
FTE: 1.0

Division: Organisational Services
Agreement/Award: Government Officers Salaries
Branch: Higher Education and
Allowance and Conditions Award
Pathways
1989
Location: Various
Public Service and Government
Officers General Agreement 2019
or as replaced

Reporting Relationships
Position title and level this position reports to:
VETDSS Coordinator, Level 5

Other officers reporting to the above office:
VETDSS Administration Support Officer, Level 2

This Office – officers under direct responsibility:
N/A

Key Role Statement
Provides administration support and liaises with stakeholders to assist in the implementation of programs and systems that support VET Delivered to Secondary Students (VETDSS) in accordance with North Metropolitan TAFE policies and procedures.

Key Responsibilities
- Provide a broad range of academic, administrative and business support functions to the VETDSS operations.
- Develop knowledge and understanding of the school systems and portfolios, including VETDSS profile funded and auspice courses with a focus on business improvement, developing consistent and effective processes and providing a high level of service to internal and external stakeholders.
- Manage and maintains effective working relationships with internal and external VETDSS stakeholders.
- Manage all VETDSS third party agreements processes:
  - Gathering and collating key academic documents and Trainer and Assessor Competency Matrix (TACM) from schools and the NMT Portfolio.
  - Reviewing documents for completeness and liaising rectifications with schools.
  - Creating third party agreements.
  - Admitting and enrolling auspiced students in VETDSS courses.
- Manage the creation, review and storage of Fee for Service agreements and Profile Funded Service agreements.
- Managing invoices for third party agreements, auspice activities and Fee for Service agreements.
- Supports the production and distribution of quality VETDSS promotional and informational materials.
- Assist with the administration of all VET in projects.
- Liaise with administration staff in schools and NMT Portfolios to ensure that VETDSS reporting and result requirements are met.
- Undertakes the collation and reporting of student progress to relevant stakeholders.
- Respond to enquiries and issues from internal and external stakeholders relating to VETDSS.
- Undertake other duties as required to support VETDSS team members and the business needs of the unit.
Selection Criteria

Essential
- Demonstrated proficiency in the use of technology, including email, the Internet, Microsoft Office suite including high level skills are required for Excel and Access databases.
- Well-developed organisational and time management skills with the ability to prioritise workload and maintain strict deadlines.
- Good interpersonal and team work skills including the ability to communicate effectively with staff, clients and stakeholders to deliver an excellent customer service.
- Knowledge of document management processes and an understanding of accountability requirements.

Desirable
- Previous experience with VETDSS programs and systems.
- Experience with TAFE’s enrolment, administration and other systems.

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

<table>
<thead>
<tr>
<th>Business Unit Manager</th>
<th>Managing Director</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: Kylie Armstrong</td>
<td>Name: Michelle Hoad</td>
</tr>
<tr>
<td>Date: 4 March 2020</td>
<td>Date: 4 March 2020</td>
</tr>
</tbody>
</table>