

	Position Title: Training Administrative Officer	Team: Training Administration & Compliance Team	Region: Central
	Supervisors: Training Administration Coordinator	Delegations and Authorities: In Line with Delegations Policy	Band: A

ORGANISATIONAL INFORMATION

OUR VISION AND FOCUS	ROLE CONTEXT
<p>All children should have a good childhood, growing up feeling safe, nurtured and with hope for the future.</p> <p>Berry Street chooses to work with children, young people and families with the most challenging and complex needs. We work across metropolitan, regional and rural Victoria.</p> <p>To achieve our Vision, Berry Street delivers a wide variety of programs, from those aimed at strengthening families and communities through to those that focus on helping people recover from the trauma of violence, abuse and neglect.</p> <p>We also engage government, other community organisations and the general public in child-focussed advocacy and knowledge sharing.</p>	<p>Berry Street values its staff as the most important resource in the provision of responsive and responsible service provision. The diverse, complex, and challenging nature of our service delivery, together with new practice knowledge, and changing client needs requires continuous attention to the support and learning and development needs of our staff.</p> <p>This position is responsible for the administration and compliance of internal and external training and events.</p>
OUR VALUES	PRIMARY OBJECTIVES OF THE ROLE
<p>Berry Street expects all staff to apply these Values in all aspects of their work.</p> <p>Courage: To be the best we can be and to never give up</p> <p>Integrity: Expect a personal and organisation commitment to honesty</p> <p>Respect: Acknowledge the importance of each person's heritage, traditions, identity, needs and aspirations</p> <p>Accountability: Be responsible for our own actions</p> <p>Working Together: Work with our clients, each other and our colleagues to share knowledge, ideas, resources and skills.</p>	<p>The primary objectives of the role are to:</p> <ul style="list-style-type: none"> • Support specific training or event by managing the nomination and registration processes, production of course manuals, facilitation resources, booking venues, accommodation and travel expenses, catering and provision of evaluation forms. • Compiling evaluation data. • Provision of reports. <p>REPORTING RELATIONSHIPS</p> <p>This role is based at our Richmond office and is part of the Training Compliance and Administration Team, which is part of the broader People Culture and Information Systems team.</p> <p>It reports to the Training Administration Coordinator and is expected to work collaboratively with the Learning and Development team, Berry Street Childhood Institute staff and trainers and conference speakers.</p> <p>This is a permanent part time position (0.6EFT).</p>

EXPECTATIONS

- Conduct themselves in accordance with the Berry Street Code of Conduct which is underpinned by the values of accountability, courage, integrity, respect and working together.
- Have a demonstrated understanding of and commitment to the principles of equity, diversity, continual improvement, risk management and occupational health and safety.
- Berry Street supports White Ribbon, Australia's campaign to stop violence against women. There is an expectation that staff never commit, excuse or remain silent about violence against women.
- Berry Street are committed to the safety, participation and empowerment of all children, including those with a disability and culturally and/or linguistically diverse backgrounds. Berry Street are also committed to cultural safety, inclusion and empowerment of Aboriginal children, their families and communities.

KEY SELECTION CRITERIA : KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO FULFIL THE ROLE

- Excellent administrative skills, with proficiency in Microsoft products including word, PowerPoint and desk top publishing programs and a high level of skill in Excel.
- Experience using data management software.
- Demonstrated time management and organisation skills, able to be flexible and manage competing priorities.
- Excellent customer service skills.
- Capacity to relate to a wide range of people and proven ability to build relationships.
- Excellent written and oral communication skills (including public speaking, presentations and facilitation skills).
- Demonstrated ability to flexibly manage competing priorities and stressful situations, monitoring own stress levels and practicing and promoting self-care strategies.

QUALIFICATIONS AND OTHER REQUIREMENTS

- Staff must hold a valid WWCC and undergo a Criminal Records Check prior to employment. Subsequently, staff must report any criminal charges or court appearances.

DESIRABLE

KEY ACCOUNTABILITIES AND RESPONSIBILITIES

ACCOUNTABILITY	SPECIFIC RESPONSIBILITIES
<p>The internal and external training calendars</p>	<p>Responsible for a portfolio but able to assist others in time of peak workload and as required:</p> <ul style="list-style-type: none"> • Preparation of training materials including photocopying, printing, collating, binding and laminating. • Assist with the formatting of learning materials for facilitators including using template documents or agendas and evaluation. • Preparation for training sessions including promotion, registrations, confirmation and reminders, organising catering, setting up of the training room, name tags, organising visitor passes, booking accommodation and liaising with the relevant administrative staff when training is held in regional offices. • Provide general administrative assistance and support to facilitators. • Monitor registrations for workshops and action over/under subscription. • Assist with the coordination and booking arrangements for staff and/or volunteers to attend approved conferences. • Compile evaluation data and provide reports to key stakeholders. • Support the L&D Team and BSCI staff with invoicing.
<p>Training Facilities</p>	<ul style="list-style-type: none"> • Setting up the training sessions and tidying up during and after training sessions, including loading and unloading dishwasher, wiping down tables. • Service training sessions throughout the time period. • Prepare training room as per room booking request, including catering. • Provide assistance and technical support to facilitators, including being on-call for them throughout the session.
<p>Learning Management System</p>	<ul style="list-style-type: none"> • Answer the Helpdesk LMS enquiries, answering or directing queries as appropriate. • Enter and maintain data integrity within the LMS. • Generate reports from the LMS as required, including those required for quality audit purposes. • Provide support to staff as required.
<p>Study leave and placement unit</p>	<ul style="list-style-type: none"> • Assist the Manager by managing the administration requirements of Berry Street's Study Leave program, requesting applications from staff. • Answer queries regarding placement unit and collate applications. • Administer letters and liaise with the payroll team to update staff members study leave as required. • Provide reports as required.
<p>RTO Administration and Compliance</p>	<ul style="list-style-type: none"> • Assist the RTO Compliance Coordinator as required. • Willing to learn RTO administration, compliance and systems. • Liaise and answer RTO student queries as required.

	<ul style="list-style-type: none">• Assist with RTO audits.
Other	<ul style="list-style-type: none">• Participate in supervision and annual review• Abide with Berry Street policy and procedures• Participate in team meetings• Other duties as directed

CONDITIONS OF EMPLOYMENT

1. This position is for 45.6 hours per fortnight. There is no paid overtime, but any extra hours worked will be accrued as Time-in-Lieu according to the *Berry Street Victoria 2014-2017 Agreement*.
2. You will initially be employed at our Richmond Office. You may be required to work from other Berry Street sites (on a temporary or permanent basis) as directed from time to time.
3. Terms and conditions of employment are in accordance with the *Berry Street Victoria 2014-2017 Agreement*, which includes above Award payments and eligibility for remuneration packaging. Salary packaging up to \$15,900 is available to Berry Street employees who meet the eligibility criteria outlined in our Salary Packaging Policy.
4. The base salary for this position is 61,315.28 (pro-rata) under the *Berry Street Victoria 2014-2017 Agreement*. The value of the salary can be increased through salary packaging.
5. Agency vehicles are available for authorised use and these should be used at all times for work-related purposes, in accordance with the Berry Street Motor Vehicle Policy. However, if you are authorised to use your own vehicle for work-related purposes, you will be paid an allowance per kilometre, which includes provision for comprehensive insurance and other running costs. Berry Street is unable to insure private vehicles owned by staff and will not accept any liability for damage to any staff vehicles incurred while being used for work-related purposes.
6. Superannuation will be paid according to Superannuation Guarantee into a compliant fund of your choice or into HESTA Superannuation Fund.
7. The successful applicant will be required to undergo satisfactory pre-employment checks, including 2 professional referees, a pre-existing injury/disease declaration, a criminal records check and proof of identity and qualifications.
8. The successful applicant will initially be employed for a probationary period of 3 months. During this period, either party can terminate employment with one week's notice. A probationary review before 3 months will be undertaken.
9. Under Victorian WorkCover legislation, it is the applicant's duty to advise Berry Street of any pre-existing medical condition, which could be aggravated by the type of employment for which they are applying. The existence of a medical condition will not preclude you from employment, unless you are unable to perform the inherent requirements of the position. However failure to disclose any relevant injury or disease will jeopardise any entitlement you may otherwise have for a work-related aggravation of that non-disclosed pre-existing condition.
10. Berry Street has a smoke-free workplace policy.

INHERENT REQUIREMENTS OF WORK ACTIVITIES / ENVIRONMENT

Following is a table that outlines the main physical and psychological requirements of the position.

Element	Key Activity	Frequency
Work Environment	Manage demanding and changing workloads and competing priorities.	Daily
	Work in a team environment.	Daily
	Work in different geographic locations.	Occasionally
	Work office hours with the possibility of extended hours.	Regularly
	Work in an open plan office.	Daily
	Work in buildings which may be two-storey.	Daily
	Sit at a computer or in meetings for extended periods.	Daily
People Contact	Liaise with government, non-government and community organisations.	Daily
	Interact with members of the public who may display the full range of emotional expressions, including parents, partners, significant others, family members, advocates, doctors, police.	Regularly
	Interact with clients and members of the public who could display verbal or physically challenging behaviour.	Regularly
Administrative Tasks	Undertake administrative tasks which may include the following: computer work, writing reports, participating in meetings, concentrating for long periods of time, managing resources and budget and researching and analysing information and data.	Daily
	Use technology including photocopier, telephones including mobiles, fax, overhead projectors, televisions, videos, and electronic whiteboards.	Daily