

<b>Position Title</b>	Administration Officer, Auslan Short Courses
<b>Department</b>	Education
<b>Reports To</b>	Manager, Beginner Courses
<b>Location</b>	Brisbane

### Position Purpose

The Administration Officer, Auslan Short Courses will be proactive in coordinating all aspects of the Auslan Short Course program run by Deaf Connect on behalf of Department of Education Queensland and Northern Territory. The focus of the role is the coordination and administration for these programs as well as organising the Deaf Awareness Training sessions for the Beginner Team and providing administrative support to the Auslan at Home team.

### Position – Key Result Areas

<b>Has direct responsibility over</b>	<b>[1]</b>	<b>Recommends, advises, interprets</b>	<b>[2]</b>
<b>Shares responsibility with others</b>	<b>[3]</b>	<b>Provides information</b>	<b>[4]</b>

### Accountability [1-4]

#### Administration of ASC - [1]

In consultation with and at the direction of the Manager, Beginner Courses work to:

- Coordinate and administer the Auslan Short Course (ASC) classes which includes liaising with both the Department of Education QLD and NT to arrange classes, allocate tutors to relevant classes, prepare tutor resources, distribute participant workbooks, and allocate Zoom accounts.
- Prepare and email certificates to participants of the ASC classes at all levels.
- Prepare end of term reports and invoices for the Department of Education.
- Coordinate and oversee the delivery of two (2) Voice Off Weekend camps per year. This includes booking the venue, engaging tutors, preparing materials and activities, and providing administrative support as required.
- Prepare Auslan Tutor time sheets payroll fortnightly for all ASC/NT classes as well as the Beginner auslan classes.
- Maintain class and student information in the Student Management System, Axcelerate and the Learner Management System, Moodle.
- Maintain tutor allocations using ConnectTeams as our scheduling tool.
- Prepare statistical information for the Manager, Beginner Courses for reporting purposes.

#### Administration of Auslan at Home - [1]

In consultation with and at the direction of the Team Leader, Auslan at Home work to:

- Assisting the Auslan at Home team with necessary administrative support. This includes monitoring the end date of all Service Agreements.
- Processing the end of month billings.

### Administration of Deaf Awareness Training - [1]

In consultation with and at the direction of the Team Leader, Beginner Courses work to:

- Coordinate the Deaf Awareness Training (DAT) sessions, book interpreters, reply to client enquiries and generate invoices.
- Oversee all administrative matters in relating to booking and delivery of a DAT presentation.
- Preparing a Service Agreement for all NDIS participants who want to enrol in a Beginner course.

### General - [3]

- Answer telephone and email enquiries, providing accurate and relevant information and / or make appropriate referrals.
- Other related administration tasks as required at the discretion of the Manager, Beginner courses.
- Enter continuous improvement and quality tasks into Donesafe.
- Assisting the Beginner and Auslan at Home teams with other administrative tasks if required.

### Compliance - [3]

- Ensure that all documents, records, training resources and associated aspects are maintained in alignment with:
- ISO 9001: Quality Management Systems.
- State based funding contracts.

### Other duties as directed

- The Administrator may be required to travel outside of Brisbane and work on weekends to support the delivery of the Voice Off Weekends twice per year.

### Decision Making

Decisions	Recommendations
Time Management and Work priorities	Policy and Service Directions and Priorities

### Primary Relationships

Internally	Purpose
Manager, Beginner Courses	Support and supervision for ASC and NT courses
Team Leaders	Collaboration, liaison, support, advice
All Education staff,	Shared strategic direction, collaboration and optimization of resources
External	Purpose
All visitors and stakeholders	Information, Direction and Liaison
Members of the Deaf community, subject matter experts and relevant community and professional bodies	Industry consultation, subject matter knowledge and support

### Persons or functions that report to the position holder:

N/A

## Knowledge and Skills - Critical Skills

Requirement for Skills / Knowledge in this position

N = None	L = Little Need	D = Desirable
M = Moderate	I = Important	C = Critical

	N	L	D	M	I	C
<b>Innovating</b>					*	
<b>Planning</b>						*
<b>Organising</b>						*
<b>Financial Management</b>			*			
<b>Customer/Client Orientation</b>						*
<b>Administration</b>						*
<b>Auslan</b>					*	
<b>Vision</b>				*		
<b>Data Gathering</b>				*		
<b>Problem Solving</b>					*	
<b>Deciding</b>					*	
<b>Implementing</b>					*	
<b>Communicating</b>					*	
<b>Lobbying</b>			*			
<b>Negotiating</b>						*
<b>Consulting</b>					*	
<b>Participating</b>						*

## Selection Criteria

### Essential

- Demonstrated ability to perform administrative tasks
- Skills with Microsoft Applications: Microsoft Office Suit (Word, Excel, PowerPoint, Outlook, Internet)
- Well-developed interpersonal skills
- Ability to adopt a flexible approach to work tasks and preparedness to implement changes as the need and opportunity arise
- Auslan Skills

### Desirable

- Experience with aXcelerate, Moodle and ConnectTeams or similar systems for managing students

**Salary**

Salary will be based on qualifications and level of experience. Salary packaging will also be available.

**Please sign below your agreement of the above position description.**

Name \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_