

## Position Description

<b>Position Title:</b>	Business Services Administrator	<b>Position No.:</b>	
<b>Department:</b>	Corporate	<b>Grade:</b>	3.2
<b>Reports to:</b>	General Manager Corporate Strategy and Governance	<b>Salary Band:</b>	\$79-90k (+ Super)
<b>Location:</b>	Sydney – CBD	<b>Duration of Contract:</b>	3 years

### Position Overview

This role will be responsible for ACARA's services and facilities to create a safe, productive and comfortable working environment for employees and their activities. This includes the implementation of best practice to improve efficiency and reduce operating costs in relation to internal administrative processes and OHS requirements. The role will supervise three customer service officers.

### Organisation Overview

The Australian Curriculum, Assessment and Reporting Authority (ACARA) is a new independent statutory authority of the Australian Parliament. Its functions include:

- Developing a national K-12 curriculum, including content of the curriculum and achievement standards, for subjects specified in its Charter.
- Developing and administering national assessments, both assessments in literacy and numeracy for the full cohorts of students in Years 3, 5, 7 and 9 and a cycle of sample-based assessments (currently in science, civics and citizenship, and ICT competence).
- Collecting, managing and analysing student achievement and other data and reporting on school and system performance.
- Facilitating information sharing arrangements between Australian and State and Territory government bodies in relation to the collection, management and analysis of school data.
- Providing school curriculum resource services, educational research services and other related services.
- Providing information, resources, support and guidance to the teaching profession.

ACARA is taking over work already under way under the auspices of a range of separate bodies.

## Specific Duties/Functions and Responsibilities

- Maintain the physical work place to achieve a safe and healthy work environment
- Oversee the maintenance of all areas to an acceptable standard
- Maintain a level of security that is appropriate to all areas of ACARA
- Lead and mentor a team of customer service officers, including coordinating workloads to ensure that the priorities of the project are achieved, chairing regular meetings and providing specialist advice and assistance
- Manage resources and facilities including travel passes, building maintenance, stationery, photocopiers and other divisional assets
- Schedule regular maintenance for emergency equipment
- Organise the training of fire wardens and coordinate evacuation drills
- Liaison with the Consultation Safety Committee to ensure employees have an avenue for consultation in relation to safety and health issues
- Provide direction to staff in an emergency in coordination with fire wardens
- Comply with OHS instructions, policies and procedures and conduct their work in a safe manner.

## Skills and Experience and Knowledge (Key Selection Criteria)

- Effective people management and understanding of emotional intelligence concepts within a management role to create a positive team dynamic
- Ability to multi-task and prioritise workload to meet deadlines and objectives
- A demonstrable knowledge of project management principles and processes; including an ability to set priorities, organise and delegate tasks, take responsibility for own performance and chair meetings to ensure topics are covered off efficiently with desired outcomes and actions
- Strong oral and written communication skills including the ability to successfully interact with stakeholders and produce business documents such as procurement documentation, reports and procedures
- Capacity for initiative, innovation, self motivation and application together with the ability to work successfully in a multi-disciplinary team environment with limited supervision
- Good understanding of workplace Occupational Health and Safety; including associated regulations and legislation
- Demonstrated problem solving and customer service skills which can be applied to the co-operative achievement of building maintenance projects and issues whilst representing the organisation's interests
- A working knowledge of software packages including Microsoft Project, Word, Excel, and Outlook; Exposure to AutoCAD would be an advantage.

## Dimensions of the role

Number of direct reports-	3
Number of direct and indirect reports-	Nil
Financial delegations-	Nil
HR Delegations-	Nil

## Important Relationships

### Internal:

- ACARA staff – all levels

### External:

- Service providers
- Office maintenance groups ie Fire Wardens, Consultation Safety Committee
- Catering companies
- Contractors

Approved:		Date:	
Signed:			

## How to apply

Applications are to be emailed to [employment@acara.edu.au](mailto:employment@acara.edu.au) or by simply clicking “Apply Now” by 11.30pm **DAY DATE MONTH YEAR** and must include a CV and a covering letter addressing the key selection criteria (dot points above) of the role.

Please note all roles are in the Sydney CBD and relocation is at candidates own expense.

Please Note: ALL APPLICANTS MUST ADDRESS THE KEY SELECTION CRITERIA & specify which position they are applying for, without this information we will not be able to process your application properly.

No calls from agencies please

For more information please email [employment@acara.edu.au](mailto:employment@acara.edu.au)