

Position Description: Business Executive Support Officer

Position title	Business Executive Support Officer	Employment status	Full-Time, ongoing
Reporting to	Executive Director	Direct reports	None
Leave	- 6 weeks annual leave, including 4 weeks to be taken at the end of Term 4	Team	Administration Team
Salary and Conditions	By negotiation Public Benevolent Institution Salary Packaging Benefits are available	Conditions	Some afterhours attendance at events may be required
Hours	38 hours per week: Monday to Friday	Location	Richmond

1 About MITS

The Melbourne Indigenous Transition School (MITS) is a residential transition school for Indigenous students from remote and regional communities. Each year, 22 boys and girls at Year 7 come to MITS for one year. MITS believes that wellbeing is central to the continuing success of its students, and tailors its programs to reflect this philosophy.

The development of relationships of trust, understanding and clear communication with families, supporters, donors and schools is core to all roles at MITS. The fostering of strong and respectful relationships within a culture based on MITS's values of respect, courage, culture, and care is also a core part of the role.

2 Role Purpose

The Business Executive Support Officer provides a range of executive support and administrative services to facilitate the delivery of business operations and to support the Executive Director's achievement of organisational objectives.

Key challenges include managing competing priorities and providing consistently high levels of support, given heavy workloads, short deadlines, and the need to maintain confidentiality and act with discretion.

2.1 Executive Support

The Business Executive Support Officer will:

- **(Executive Support)** Manage the Executive Director's diary appointments, records and correspondence, coordinate travel arrangements, and schedule and support meetings to facilitate the effective management of their agenda;
- **(Communications)** Draft and prepare correspondence, agendas, minutes, presentations and briefing notes to support the achievement of business requirements;
- **(Research)** Gather, collate and provide background information for the Executive Director to support informed decision making and planning;
- **(Board Documents)** collating and distributing Board Papers, distribution of the minutes, scheduling of Board Meetings, taking minutes if required;

2.2 Educational Reporting

The Business Executive Support Officer will ensure school funds are being used in accordance with operational plans, legislation and departmental guidelines, by:

- **(Liaison)** Liaising with Auditors and the Chairperson regarding the timely preparation and submission of annual audits;
- **(Commonwealth Dept of Education)** Managing regulatory requirements for the Commonwealth Department of Education, including the Student Census, Attendance and Financial reports;
- **(Victorian Dept of Education)** Managing regulatory requirements for the Victorian Department of Education including preparing the Acquittal Certificate; State Census and lodging documents for funding.
- **(Capital Works)** Providing reporting on Capital Works Projects to comply with Commonwealth obligations.

2.3 Payroll and Accounts

Reporting to the Executive Director, the Business Executive Support Officer is responsible for accounting and financial systems including:

- **(Accounts)** Accounts Payable & Receivable including reconciliations in Xero Accounting;
- **(Payroll)** Process staff payroll and remit WorkCover, superannuation and taxation payments;
- **(Banking)** daily bank reconciliations, banking of cheques and payments;
- **(Donations)** Monitor transactions in Give Now (online donations platform) and track all donation and gifts through Xero and Little Green Light (Donor Management platform) to ensure all gifts are recorded, acknowledged and reconciled;
- **(Financial Reporting)** Collate financial data for budgets and reports, prepare end of period reports, BAS, WorkCover, etc;

2.4 Occupational Health and Safety

Reporting to the Executive Director, the Business Executive Support Officer contributes to a Health and Safety culture by:

- **(OHS Systems)** managing OH&S in relation to staff, volunteers and visitors by maintaining a safe work environment and providing accidents and incidents reporting as required;
- **(Claims)** processing OH&S claims (including Health and Safety, Bullying, Harassment and Vilification);
- **(Compliance)** monitoring WorkCover and OH&S legislation and practice to ensure MITS is compliant with the requirements.

2.5 HR and Personnel Records

Reporting to the Executive Director, the Business Executive Support Officer will

- **(Leave)** monitor and manage staff leave;
- **(Legislation)** provide a general understanding of legislation and practice around HR such as Privacy, EEO, Background verification, recruitment and appointment;
- **(Staff records)** maintain confidential staff records (contracts, recruitment documents, etc);
- **(Recruitment)** advertise and assist with recruitment and selection of staff including managing advertising, digital media, applications, background check and interview schedules; and
- **(Performance & Review)** monitor and coordinate Development and Accomplishment documents including scheduling, preparing and distributing documents prior to and post review.

2.6 General Administration and Infrastructure

Reporting to the **Executive Director**, the Business Executive Support Officer is responsible for a range of administrative duties including:

- **(Administration)** Maintain and update administrative practices, systems and procedures to improve efficiency and service delivery;
- **(Purchasing)** Ordering stationary (monthly) and ad hoc items authorised by the Executive Director,
- **(Insurances)** Maintain insurances on buildings, vehicles, etc;
- **(MITS Newsletter)** Liaising with all staff to seek newsletter content, collate articles, photos, etc and compile within the MITS Newsletter design. Send out to supporters, families and schools though the Little Green Light database;
- **(Mail)** Open, action and distribute mail; and
- **(Events)** when required assist the Development Manager with mail outs, invitations and guest lists for events, campaigns and fundraising activities.

3 Annual Projects

3.1 Student Selection Term 3

During Term 3 of the school year the Business Executive Support Officer will assist the Executive Director in their role as Head of Student Selection:

- **(Web Documents)** Maintaining the website documents including the published Enrolment Policy and Procedure, Enrolment Application, etc;
- **(Survey Monkey):** prepare and send the Student Assessment Survey to the specified Community School Principals;
- **(Survey Results)** Receive responses and collate results and provide the report to the Executive Director;
- **(Enrolment Applications)** Respond to request for Enrolment Application Forms from interested families, students and Schools by directing them to the web site or by sending hard or soft copy documents; and
- **(Application forms)** Receive, collate and enter all documents to LGL. Follow up details with the Community Engagement Manager to access any missing information.

3.2 Student Reports USB

Reporting to the Executive Director prepare USBs for each MITS student each school year.

- **(Liaison)** Advise the Head of Boarding and Head of School of deadlines for loading of Student Documents to DropBox; and
- **(USB)** Download each students' documents to a USB.

4 Key Selection Criteria

4.1 Essential Experience

- Strong administrative skills with extensive experience in all aspects of office systems and management.
- Accounting and financial experience with knowledge in Xero Accounting or similar (MYOB, QuickBooks, etc).
- Extensive knowledge of Excel including capacity to create sophisticated spreadsheets.
- An advanced knowledge of Microsoft Word to prepare forms, documents and reports within standard templates and styles.
- Extensive experience with a relational database such as Sentral, Access, etc with the ability to maintain records, create reports and develop an 'expert knowledge' to help other users.
- Attention to detail with good spelling, grammar to create, proofread and edit high quality records and communications.

- Computer literate with the capacity to assist with a range of general IT&C issues and with a good knowledge of software and online systems.
- Ability to deal with a range of people with patience and compassion. At MITS this includes students, parents, supporters and donors.

4.2 General Competencies

- **(communication and interpersonal skills)** Well-developed written and verbal communication skills to liaise effectively with a diverse range of people, to develop and share information and ideas.
- **(record keeping)** Effective administration skills with knowledge of software and the capacity to maintain accurate, transparent and comprehensive records.
- **(administration)** Excellent organisational, administrative and time management skills to manage resources and maximise outcomes.
- **(teamwork)** Ability to work as part of a small team and to collaborate with colleagues to plan and enable the successful and confident transition of MITS students into Partner Schools.
- **(conflict resolution)** Proven ability to identify issues, resolve conflict, analyse options and negotiate an agreed outcome.

5 Important Information

5.1 MITS Values

Staff and Volunteers of MITS are required to demonstrate a commitment to supporting students at Year 7 level to enable their successful and confident transition from home community to Melbourne schools. The fostering of a safe and inclusive community based on the school values of respect, courage, culture and care is the responsibility of all staff.

MITS staff acknowledge and value the contribution of colleagues within the school, listen to and consult with others, and communicate proactively to ensure that collaborative practices are maintained.

5.2 Child Safety

MITS assures the right of every student and staff member to a safe environment. In particular, MITS is committed to child safety, and adheres to the Child Safe Standards through its Child Safe Policy. Each MITS staff member and volunteer is required to sign and act in accordance with MITS's Child Safety Code of Conduct.

The Business Executive Support Officer must ensure that they act in accordance with MITS's Child Safe Policy and Child Safety Code of Conduct. Whilst the Business Executive Support Officer does not have any specific duties or responsibilities in relation to child safety, they must be mindful that matters of child safety may arise through their work with MITS students.

The Business Executive Support Officer does not require any particular qualification, experience or attributes in relation to child safety.

5.3 Reference Checks and Criminal Record Check

Appointment to MITS is subject to reference checks and a Criminal Record Check.

5.4 Work Health & Safety Requirements

All staff must:

- contribute to safe work practices and a healthy school environment for all staff, students and visitors;

- take reasonable care for their own health and safety while taking reasonable care that their actions or omissions do not adversely affect the health and safety of other persons; and
- comply with all risk management requirements, promoting an environment and culture consistent with principles of safety and effective risk management.

5.5 Specific Requirements and Training

Staff members must acquire and maintain:

- a current Working with Children Check or VIT registration to work in Victorian Education; and
- other training as required from time to time by MITS to meet the academic, wellbeing, administrative and other needs of the position.

6 Applications

Applications should be forwarded to careers@mits.vic.edu.au and will include a current resume, covering letter addressing the key requirements of the role.