



POSITION DESCRIPTION

EDUCATION OFFICER

Title: Education Officer
Department: Education
Salary: *Refer Below*

Contact Officer: Operations Coordinator **Contact Email:** jobs@mackintosh.edu.au

Key selection criteria:

1. Previous experience in a similar role.
2. Working knowledge of the VET sector.
3. Demonstrated ability to work autonomously.
4. Demonstrated ability to meet the demands of the duties as listed.
5. Ability to function in a strong team environment.
6. Excellent presentation and demeanour.
7. Sound written, verbal and listening skills.
8. Familiarity with and experience in using the Microsoft suite of programs.
9. A proven record in time management with the ability to effectively multi-task.

Duties:

- Provide day to day administration support to the Education and English Departments.
- Assist and manage training staff in the delivery of traineeship services and classroom based training in line with organisational, legislative and contractual standards and requirements.
- Create and administer attendance registers for all classes and students.
- Provide student services support to students.
- Conduct student inductions for new incoming students.
- Liaise with the Accounts Department and other required staff within departments to ensure accurate lodgement of state claims and client invoices.
- Liaise with relevant government departments as per company policies.
- Support the college and its staff with traineeship/course commencements through to completion, including compiling of induction packs and creation of training plans.
- Establish, support and maintain excellent customer service and rapport with trainees/students and key stakeholders.
- Oversee student Database system to ensure data is maintained in an accurate and factual manner
- Assist in the further development and expansions of up skilling and NAP in all Australian States and Territories for Mackintosh International College (Australia)
- Attend industry courses and seminars on training and industry developments.
- Continual reading of training and industry reference materials.
- Effective written and oral communication with students, staff, trainers and industry contacts.
- Attending relevant government seminars on AVETMISS or related systems.
- Provide support and administration services to all training staff.



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- Assist in the preparation of short courses by ensuring resources are organised and ready.
- Provide support to other administrative positions within the company as required.
- Perform other duties as requested by management.

Reports to:

- Education Manager
- Chief Executive Officer

Salary:

- Range from \$25k - \$39k package, per year (commensurate with experience)

Required Qualifications & Experience:

- High knowledge of general computing applications including the Internet and Microsoft Office.
- Knowledge of AQTF (including audits) and AVETMISS requirements.
- Knowledge of databases and/or information management systems.
- High standards of written and oral communication with trainees, trainers and employers.

Mackintosh Employees

All employees are inducted into the Quality System requirements immediately upon commencement of duties with the Company. They participate in any program organised to provide ongoing training. Employees will accept responsibility for the process in which they are involved, and will ensure quality at their workplace, without the need for strict supervision or continual inspection of their output.

They will conform with all relevant procedures and work instructions in the Operations Manual and its accompanying procedures and Work Instructions.