

TABOR

JOB AND PERSON SPECIFICATION

Title of position:	Faculty Administration Manager
Department:	Humanities and Social Sciences
Reports to:	Dean of Faculty HSS
Created:	November 2019
Last Updated:	May 2023

JOB SPECIFICATION

1. Preamble

Tabor is a multid denominational College which upholds Christian orthodoxy as expressed in the Nicene Creed. We value and respect the vitality of Pentecostal and Charismatic expressions of faith, the biblical focus of Evangelical Christians and the distilled learning of the wider Church. Our community life is shaped by the following theological emphases:

- (a) Christ-centred: Jesus Christ is the centre of our faith. His life and teaching, death, resurrection and ascension declare him to be Lord and Saviour and most fully reveal to us the nature and purpose of God.
- (b) Spirit empowered: We look to the empowering presence of God the Holy Spirit to renew, direct and shape our individual lives and the corporate life of the Tabor learning community.
- (c) Trinitarian community: The Christian experience of God as Father, Son and Holy Spirit enriches our community with the self-giving love of the Triune God.
- (d) Biblically based: We look to the Bible as the inspired word of God, true and reliable in all that it affirms and authoritative for matters of Christian faith, life and ministry.
- (e) Respect and care for the individual: We affirm that every individual is created in the image of God and therefore has a God-given worth and dignity which demand our respect and care.
- (f) Worship as foundational: We affirm corporate worship as a joy and a service we owe to ourselves and each other as we seek to uphold and nurture the shared faith that underpins our learning community.
- (g) The priority of God's mission: The love of Christ compels us to be active in both evangelism and social concern; together, these express the power of the gospel to overcome evil with grace.
- (h) The reality of hope: The resurrection of Jesus, the gift of the Spirit, and the community of the Church collectively fill us with the hope of a renewed Creation and an unhindered relationship with God. We live in faith and love now because we are a people of hope.

Tabor is a learning community that values:

- (a) Partnership in learning: students, academics, support staff, Boards, Committees, community organisations and professional bodies are viewed partners in the enterprise of vocational and higher education.
- (b) Authentic community: students and staff feel part of a community that is enriching and supportive academically, spiritually and personally.
- (c) Excellence in both academic and vocational education.
- (d) Excellence in scholarship and research.
- (e) Continuous improvement in teaching and learning.

- (f) Freedom of academic inquiry and expression.
- (g) Learning and research that transforms – personally, professionally and through its contribution to civil and global society.
- (h) Equity, social justice and service to the local and global communities – including access to courses by those who are disadvantaged or disabled.
- (i) Exemplary individual and corporate citizenship
- (j) Environmentally responsible practices.

The Faculty Administration Manager will be expected to embrace the values of Tabor and to develop his/her role as an outworking of the relevant aspects of the Tabor's Strategic Plan.

Staff must abide by the Workplace health and safety policies of Tabor.

2. Summary of the broad purpose of the position, in relation to Tabor's goals (Expected outcome and how achieved)

The Faculty Administration Manager contributes to the effective operation of the HSS Faculty through a broad range of administration in relation to new and existing students, Head of Program support, event management, budget and committee administration, and support of the Dean and Deputy Dean's role.

To offer administration and oversight to the Life Design counselling centre to ensure the smooth booking process of Life Design clients with Life Design counsellors using the Square booking and appointment system.

3. Reporting/working relationships (To whom the person reports, staff for whom the person is responsible, and other significant connections and working relationships within the organisation)

Reports to the Dean of Faculty HSS

- Works collaboratively with the Deputy Dean of HSS and the Faculty Administrator -Pathways
- Working in conjunction with HSS staff
- Engaging and supporting HSS Adjuncts and Guest Lecturers
- Supporting HSS students
- Collaborating with all other Tabor staff and departments
- Working with Life Design clients, counsellors and Associated Counsellors in the context or the responsibilities described in the job specification

4. Special conditions (Such as non-metropolitan location, travel requirements, frequent overtime, hours worked, employment duration, i.e. temporary re-assignment, etc.)

- The position is 1.0FTE and based at the Millswood Campus of Tabor
- The position is subject to annual performance reviews with the initial review being at the end of the first 6 months
- While there may be some flexibility re working arrangements this role is primarily a face to face role on campus
- Occasional out of hours work will be required eg Graduation or Open Days

5. Statement of outcomes and associated activities (Grouped into major areas of responsibility/activity and list in descending order of importance)

Responsibilities

- Provision of a high level of administrative support to the Dean of Faculty and to support staff of Faculty as required
- Travel arrangements for the Deputy Dean of Faculty and staff members as required
- Coordinate and communicate with external stakeholders at the direction of the Dean and Deputy Dean of Faculty
- Administration of the HSS annual budget including assistance to the Dean and Deputy Dean of Faculty and Chief Operating Officer with its preparation.
- In conjunction with the budget, Dean and Deputy Dean of Faculty and Finance team authorisation and / or administration of all HSS Faculty invoices
- Under the guidance and direction of the Dean of Faculty, create and improve administrative systems to drive faculty workflow, with focus on quality assurance.
- Take a proactive role in student communication, retention and enrolments for the Faculty
- Manage administrative projects as directed by the Dean of Faculty
- Assist Heads of Program and Dean of Faculty with the scheduling and timetable of Faculty events
- Assist Dean and Deputy Dean of Faculty with the engagement of Adjunct or Guest Lecturers and liaise with HR for Adjunct contracts
- Participate in the Administrative Working Group (AWG) to systemise procedures across the College
- Administration within the counselling centre Life Design including the reconciliation of income and the updating of relevant changes to the Life Design website and procedures
- Participates in and contributes to the spiritual and community life of Tabor, including worship and prayer times and other day-to-day activities.
- Other relevant tasks as required by the Dean and Deputy Dean of Faculty
- Minute taking for Faculty staff meetings
- Work within the ethos and values consistent with the Christian faith of Tabor

PERSON SPECIFICATION

Essential Minimum Requirements (Those characteristics considered absolutely necessary.)

Educational/Vocational Qualifications

Relevant qualifications in Education and or Administration

Personal Abilities/Aptitudes/Skills (Related to the job description and expressed in a way which allows objective assessment)

- Commitment to the Christian faith and the ethos of Tabor, and ability to integrate Christian faith into all aspects of life and professional practice, and to assist others to do the same.
- Ability to plan, coordinate and review systems of practice and implement processes to achieve efficiency and effectiveness
- Sound time management skills and ability to determine priorities and work within timeframes
- Ability to adapt to an ever-changing environment being positive, solution-focussed and proactive

- Highly effective project management skills
- Ability to effectively develop and maintain various data management systems
- Excellent interpersonal communication skills and the ability to confidently interact with clients, colleagues and other key stakeholders in a constructive and hospitable manner
- Ability to identify and respond appropriately to the needs of colleagues and students and work effectively and collaboratively with them
- Competence in the use of Microsoft Office Programs and in the use of information technology and a knowledge of academic databases
- Attention to detail and accuracy
- Engage with and facilitate academic administration procedures in line with college policy and procedures
- Actively support and contribute to solutions and a culture of continuous quality improvement
- Demonstrate social Intelligence, be hospitable, warm and welcoming
- Manages professional relationships and boundaries effectively
- Highly organised and efficient in all areas relevant to working in Administration in Higher Education
- Sound decision-making and confidence to make calls as necessary within spheres of responsibility.
- Work within the ethos and values consistent with the Christian faith of Tabor

Knowledge

- Knowledge of business and office processes
- Knowledge of organisational structures
- Knowledge of meeting procedures

Other

Required Attendances: Staff meetings, Orientation Day, Open Day, Graduation Service

Encouraged Attendances: Staff Prayer, Worship/chapel times, Campus events

Desirable Characteristics (To distinguish between applicants who have met all essential requirements)

Personal Abilities/Aptitudes/Skills (Related to the job description and expressed in a way which allows objective assessment)

- Creativity, initiative and ability to work independently
- Big-picture and detailed thinking skills
- Willingness to learn
- Ethical working practices

Experience (including community experience)

- Experience in working with academic and/or administrative support systems
- Experience in dealing with enquiries from clients and the public and providing quality client services
- Experience in Data Collection and analysis, and compliance reporting processes
- Previous experience of timetabling, pathways, and policy administration

Knowledge

- The Faculty Administration Manager will have, or be able to quickly gain a working knowledge of Program Requirements of the Tertiary Education Quality Standards (TEQSA)

Educational/Vocational Qualifications (Considered to be useful in carrying out the responsibilities of the position)

SIGNATURES OF PARTIES

Date position description agreed after negotiation with appointee/occupant:

Name of Appointee/Occupant:

Signature: Date:

Name of Dean of Faculty/Line Manager: Dr Tracey Price

Signature: Date:

Date final position description authorised by Tabor:

Name of senior staff member authorising this position description: Tracey Curran
(Chief Executive or his/her delegate)

Signature: Date:

Position of person authorising this position description: HR Manager
(Chief Executive or his/her delegate)
