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## JOB AND PERSON SPECIFICATION

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Title of position:	Faculty Administration Manager
Department:	Ministry Practice
Reports to:	Dean of Faculty MP
Created:	November 2019
Last Updated:	Oct 2022

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### JOB SPECIFICATION

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#### 1. Preamble

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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 Administrator contributes to the effective operation of the MP Faculty through a broad range of administration in relation to new and existing students, Program Coordinator support, event management, budget and committee administration, and support of the Dean's role.

**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 MP

- Working in conjunction with MP staff
- Engaging and supporting MP Adjuncts and Guest Lecturers
- Supporting MP students
- Collaborating with all other Tabor staff and departments

**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 0.5FTE and based at the Millswood Campus of Tabor
- The position is subject to annual performance reviews with the first review being at the end of the first 6 months

**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 Dean of Faculty and staff members as required
- Administration of the annual budget including assistance to the Dean of Faculty and Chief Operating Officer with its preparation.
- In conjunction with the budget, Dean of Faculty and Finance team authorisation and / or administration of all MP Faculty invoices
- Assist Course Coordinators and Dean of Faculty with the scheduling and timetable of Faculty courses and events
- Assist Course Coordinators and Dean of Faculty with the engagement of Adjunct or Guest Lecturers and liaise with HR for Adjunct contracts
- Administering new student enrolments, timetables and pathways, in response to academic Program Coordinator direction
- Participate in the Administrative Working Group (AWG) to systemise procedures across the College

- Participates in and contributes to the spiritual and community life of Tabor, including worship and prayer times and other day-to-day activities.
- Other tasks as required by the Dean of Faculty
- Minute taking for Committee meetings

## PERSON SPECIFICATION

**Essential Minimum Requirements** (Those characteristics considered absolutely necessary.)

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### Educational/Vocational Qualifications

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

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- 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
- Highly developed interpersonal and communication skills
- Strong written and verbal communication skills
- Sound time management skills and ability to determine priorities and work within timeframes
- Ability to adapt to an ever-changing environment
- Highly effective project management skills
- Ability to effectively develop and maintain various data management systems

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### Knowledge

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- 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)

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

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- High levels of organisation, data processing and administrative skills
- Clear and proactive verbal communication skills
- Excellent written skills
- Professional demeanour
- Creativity, initiative and ability to work independently

- Big-picture and detailed thinking skills
- Willingness to learn
- Ethical working practices
- Values consistent with Christian faith

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**Experience** (including community experience)

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- 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 compliance reporting processes
- Previous experience of timetabling, pathways, and policy administration

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**Knowledge**

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

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

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**SIGNATURES OF PARTIES**

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Date position description agreed after negotiation with appointee/occupant:

Name of Appointee/Occupant: .....

Signature: ..... Date: .....

Name of Dean of Faculty/Line Manager: .....

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)

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