Administration Officer (Data Management)

St Virgil’s College is a Grade 3 to Year 10 school for boys, founded in 1911 and conducted by Edmund Rice Education Australia. The aim of the College is to support parents in educating their sons within the Catholic tradition and the spirit of Edmund Rice.

The St Virgil’s Junior School (Grade 3 to 6) is located in Patrick Street, Hobart, adjacent to St Mary’s Cathedral with a student population of 160. The secondary campus (Grade 7 to 10) has around 590 students and is situated on an expansive property at Austins Ferry.

Job Title: Administration Officer (Data Management)

Reports To: Business Manager

**Duties and Responsibilities**

The Administration Officer (Data Management) will be responsible for providing for the collection, maintenance and management of all data required by the College in order to meet all of its legal, educational and reporting requirements. In a modern educational environment the management of data in an effective, timely and respectful manner is integral to the efficient operation of a school.

The Data Management Officer will be responsible for a variety of tasks including the management of all synergetic data for future, current and past students, reporting and assessment data in SIMON and the collection, collation and management of all data for prospective enrolments.

The Administration Officer (Data Management) will need to exhibit a personal commitment to the mission and vision of St Virgil's College and work within the confines of Commonwealth Privacy legislation.
The Administration Officer (Data Management) will perform the following specific roles:

- All Synergetic related data entry, management and reporting for future, current and past students and families.
- Entry of all enrolment data and maintenance of enrolment spreadsheets to assist Principal in making enrolment offers and managing waiting lists.
- All data enquiries for staff, in particular the Principal, Registrar and Director of Development.
- Management of past students, parents and other stakeholders data on behalf of the Development Office.
- Updating of key data and permissions required by the College for management and compliance purposes.
- Coordination of mail outs using up to date data fields.
- Identification and management of optimal periodic data cleansing services for the College.
- Conduct periodic reviews of data sources at the College to ensure they comply with National Privacy principles.
- To provide support for Administration Officer (Reception) during breaks or times of peak demand.
- General administration tasks if time permits.
- Attendance at Administration Team meetings.
- Other tasks as required by the Business Manager.

**Experience and Qualifications**

It is anticipated that the Administration Officer (Data Management) would have or obtain the following:

- Qualifications and/or experience in administration, data management, information technology and reception.
- Experience within an educational environment is advantageous but not a prerequisite for this position.
- Understanding of Workplace Health and Safety principles and a commitment to contributing to the maintenance of a safe working environment and compliance with relevant procedures.
Support Staff

The Administration Officer (Data Management) will be supported by a range of personnel, including:

- Business Manager
- Registrar
- Director of Development
- Administration Team staff

Time Involvement/Remuneration
The position of is a part time ongoing position. Salary and conditions are in line with the Tasmanian Catholic Education Award.

Tenure
The position is a part time ongoing position. A performance appraisal process relating to the key selection criteria for the position will be undertaken with the Business Manager on an annual basis.

Key Selection Criteria

The Key Selection Criteria that will be used to select the Administration Officer (Data Management) are:

1. Demonstrated understanding and commitment to the educational philosophy of St Virgil's College.

2. Experience in management of data and understanding of data integrity and privacy issues.

3. High level administration and IT skills.

4. Ability to work as part of a team of administration staff.

5. High level communication and interpersonal skills.
Application Procedure

Applications addressing the key selection criteria for the position of Administration Officer (Data Management) should be submitted to the Principal, Mr Damian Messer. Applications close on Monday February 15 2016.

Enquiries regarding the role should be directed to the College Business Manager Narelle Green – ngreen@stvirgils.tas.edu.au

Applications to:

Mr Damian Messer
Principal
St Virgil’s College
195 Main Rd
AUSTINS FERRY, 7011  dmesser@stvirgils.tas.edu.au