

Position Profile



Position:	Project Administrator (Education)
Team:	Aspect Education, based at National Office, Chatswood
Org unit:	Education Leadership Team
Industrial coverage:	Non-Award
Aon code:	Aon.PMN.70004.3
Reporting Line:	National Deputy Director of Education
Direct reports:	N/A
Position number:	101785
ANZSCO code:	5619
Position approved by:	Laura Guille, National Operations Manager – Aspect Schools
Date reviewed:	09 January 2025

Organisation purpose

A different brilliant® - understanding, engaging and celebrating the strengths, aspirations and interests of people on the autism spectrum.

Vision: The best opportunities for people on the autism spectrum.

Mission: We work with people of all ages on the autism spectrum, delivering evidence-informed solutions that are person-centred, family-focused, and customer-driven.

Values: We are passionate about people, about being positive, and about what's possible.

Position purpose

To provide support and gain broad exposure in Education administration by providing administrative support for projects including, but not limited to, conference and professional learning projects, communication projects, event management projects, and policy and process projects.

Key accountabilities

- Provide administrative support across a range of key education projects and initiatives in support of the work undertaken by the Deputy Director of Aspect Education, and the central Learning and Teaching Leadership Team – this will include:
 - event logistics – arranging appointments, meetings, expos and conferences including sourcing and booking venues, catering, purchasing, travel arrangements and accommodation
 - administration of committees including the production of reports, meeting minutes, correspondence, agendas and papers
 - collaborating with subject matter experts to organise and package material for events, training and briefings. This could include event run sheets, slide presentations, reading materials, delegate packs, training materials and other communications
 - project coordination and planning support including drafting project timelines/GANTT charts, inputting into drafting project plans, monitoring timelines, following up actions,

reporting on progress and inputting project expenditure into a budget tracking template

- conducting desk research and contributing to business case development
 - develop and maintain internal communications for Aspect Education, ensure content is up to date on Google Sites, the Intranet, team newsletters, school annual reports & document processes
 - assist with other general administration, as required, in a timely way and with a high level of attention to detail. This could include, but is not limited to, processing invoices, participating in meetings and workshops, data entry and reporting, liaising with shared services functions including IT, Finance, and People, Culture & Safety (PCS)
- Gain a broad understanding of education administration and school operations
 - Develop project coordination and office administration skills.

Safeguarding the people we support

Aspect is committed to providing an environment free from abuse, neglect and exploitation of the people we support. Staff are expected to:

- Follow safeguarding guidelines as outlined in Aspect's *Safeguarding the People We Support* policy and *Code of Conduct*
- Complete mandatory *Code of Conduct* training and implement into day-to-day operations and practice
- Undertake introductory training to build understanding of the autism spectrum
- Be vigilant and maintain a heightened sensitivity to recognising signs of abuse, neglect or exploitation and escalate/report those signs/concerns
- Escalate/report other staff practices which deviate from policy/procedure.

Work health and safety (WHS)

All staff are required to:

- Take reasonable care for their own health and safety
- Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with legislative requirements
- Report unsafe conditions or practices, and make suggestions to their manager on improving work, health & safety at Aspect
- Participate in the staff consultation process about work health & safety matters
- Understand and adhere to Aspect's Code of Conduct.

Essential requirements

- Strong technical aptitude with demonstrated experience in using Microsoft Office applications (specifically MS Word and MS PowerPoint) or experience using Google (Google Docs, Google Slides, Shared Drives and Google Sites)
- Proficient in creating presentations using PowerPoint or Google Slides
- Excellent interpersonal, communication (written & oral) and time management skills
- Demonstrated ability to process information, understand priorities and influence key stakeholders

- Demonstrated ability to work autonomously and as part of a team, with a flexible, positive and collaborative approach
- Ability to work in an open plan office environment with hot-desking facilities
- Demonstrated experience in providing high-level customer service
- Solutions-focused approach to address challenges (problem-solving)
- Experience with administrative office management duties (ideally 1-2 years)
- Current Working with Children Check clearance (NSW)
- National Police Check (NPC) clearance.

Attributes and capabilities

The following attributes and capabilities are needed to perform the role effectively:

Professionalism and relationship management	Ability to develop and maintain effective working relationships with internal and external stakeholders in a professional and confident manner at all times
Changing and progressing	Be willing and prepared to change, take direction from multiple stakeholders, practice conceptual thinking & innovation, aim for continuous improvement
Planning and organising	Excellent time management, planning and organisational skills including the ability to organise and prioritise work and assist in the efficient management of the business unit
Motivational fit	Sharing the organisation's purpose, mission, vision and values, mode of operation and working to Aspect's strategy
Bringing your best self	Actively self-manage, demonstrate self-awareness and awareness of impact, display resilience, act with integrity
Enabling operations	Apply digital literacy, develop data literacy, engage in critical thinking & informed problem solving, use resources efficiently & effectively.

Functional capacity requirements	The nature of the work in Aspect Education environments for your specific position, undertaking general administrative and non-teaching activities will have indirect contact with students.	<i>Note: Frequency refers to an approximate percentage of time in a typical shift or period on duty: Rarely: Up to 7% Occasionally: 8% to 33% Often: 34% to 66% Continuously: More than 66%</i>
	Requirement	Frequency
	Resilience to time pressure/workload	Occasionally
	Sitting	Continuously
	Standing, Walking	Occasionally
	Pulling, pushing, lifting <5kg, reaching, carrying	Rarely
	Fine motor skills – keyboarding, writing	Continuously