

OPERATIONS COORDINATOR

Reporting to: The Operations Manager

Location: The position will be located across Concordia College campuses:

Concordia College, Concordia Campus, 24 Winchester Street, Highgate, and
Concordia College, St John's Campus, 20 Highgate Street, Highgate
Concordia College, St Peters Campus, 71 Cumming St, Blackwood

Classification: As determined by the College within the current *Lutheran Schools SA Enterprise Agreement 2024*.

Tenure: Ongoing

Conditions: 37.5 hours per week, over 5 days, 44 weeks per year. Some out-of-hours work may be required.

Role Description

The Operations Coordinator provides assistance to the Operations Manager in the management of critical administrative services and systems to the three College campuses, ELC-12, that ensure safe, effective and coordinated operations and functions. The services and systems include but are not limited to compliance, risk, policies, WHS, insurance, and property systems.

Essential Requirements

- Relevant qualifications and experience appropriate to the role
- a demonstrated commitment to ongoing professional growth through school-based initiatives, short courses, or other relevant development opportunities
- experience in using contemporary digital technologies
- current Working with Children Check and RRHAN-EC
- First Aid accreditation

Selection Criteria

Operations Coordination	<ul style="list-style-type: none"> • Works with leaders and administrative personnel to ensure safe, compliant and coordinated work practices and environments across the College, ELC-12 • Monitors, documents and reports to the Operations Manager on all matters related to Compliance, Risk Management and Work, Health and Safety within the administration and operations of the College, ELC-12 • Supports safety through timely communication, induction in WHS, Risk and Compliance training, investigating incidents and reporting as appropriate • Ensures that Safety Data sheets, Safe Operating Procedures and the Hazardous chemical registers are current • Has responsibility for assisting in the management of the Ideagen framework by ensuring College policies are current, updated, communicated and available through Ideagen Policy Connect • Has responsibility in assisting in the management of College Risk and Compliance processes and documentation • Has responsibility in assisting in the management and documentation on all matters associated with Property Systems using ASSETWHERE and MyBuildings to ensure maintenance systems are in place and applied effectively • Works in liaison with the Operations Manager and Director of People & Culture ELC-12, in managing Work Cover claims • Assists in the administration, management and processes surrounding the booking and hiring of College facilities • Assists in the processes for hiring College facilities to ensure WHS compliance • Assists in the management, process or training of Critical Incident Management and Business Continuity • Assists in ensuring Child Safe practices are implemented and adhered to in all areas
Culture	<ul style="list-style-type: none"> • Demonstrates, expects and communicates behaviours that reflect the values and culture of the College • Has an understanding of and demonstrates a strong commitment to the ethos and practice of Lutheran schooling and Christian living • Establishes and maintains high expectations of staff and students • Acknowledges successes and encourages collegiate support • Contributes to College-wide initiatives
Competencies	<ul style="list-style-type: none"> • A lateral thinker and positive problem solver • Shows professional judgement and initiative • Strong knowledge of Microsoft O365, & SEQTA (desirable) • Appropriate knowledge of relevant digital technologies
Personal Qualities	<ul style="list-style-type: none"> • Motivates and influences through strong communication and collaboration • Demonstrates excellent professional judgement, composure and resilience when faced with challenge • Openness to change and improvement • Ability to work in a demanding role, including working out of normal hours • Projects positivity and displays genuine enthusiasm and optimism • Consistently shows support for school wide policy initiatives and strategic plans, both within and outside the College • Displays personal integrity, honesty, resilience and courage