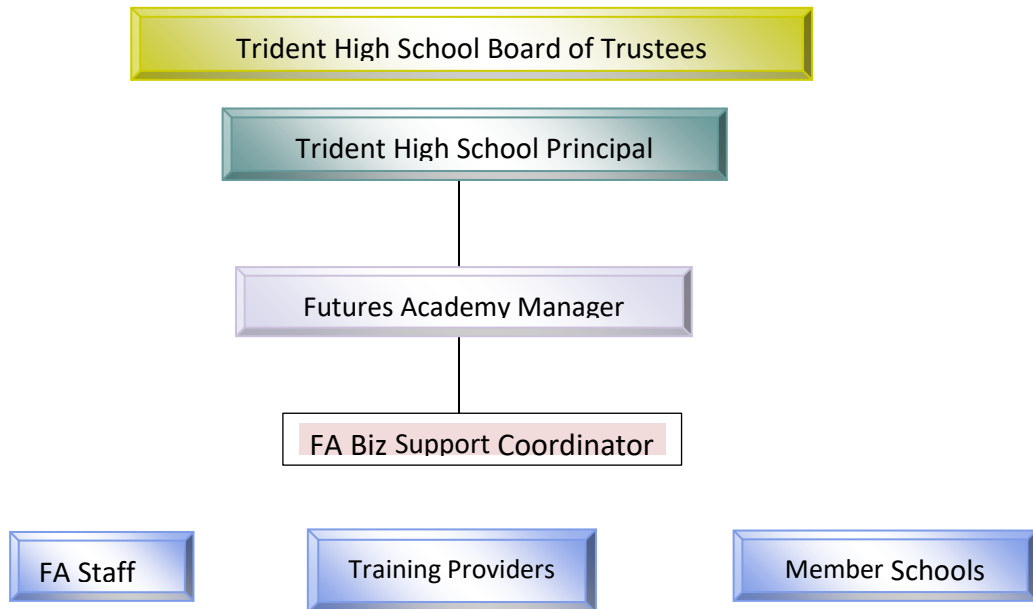




<b>Job Title:</b>	<b>Business Support Coordinator (part-time)</b>
<b>Work Unit:</b>	BOP Futures Academy (FA)
<b>Responsible To:</b>	The Manager of the Futures Academy
<b>Responsible For:</b>	Supporting the FA Manager with the general business of the Futures Academy.
<b>Date:</b>	June 1, 2024- May 31, 2025
<b>Employment Details:</b>	<ul style="list-style-type: none"> <li>• Number of Hours: 18-20 hours per week.</li> <li>• 52 weeks per year, including 4 weeks Annual Leave (to be scheduled with the Manager and generally taken during the school holidays).</li> <li>• The start date will be negotiated annually (and will be in advance of school opening).</li> <li>• The position may include hybrid working (to be negotiated with the Manager).</li> </ul>

**Organisation Context:**



**Professional Requirements:**

- Support the effective management of the Futures Academy.
- Confidentiality is maintained.
- High standard of written, financial, and oral communication skills.
- Work collaboratively as a member of the staff and school.
- Open to learning and mastering new skills.
- Be flexible to cope with the varying demands and changes in the role.
- Commitment to Professionalism and Professional Currency.

**Functional Relationships:**

- Trident High School Principal
- Manager of the Futures Academy
- FA Staff
- FA Schools, Training and Transport Providers
- Trident Staff

*The requirements in the above Key Result Areas are broadly identified below:*

**Key Result Areas:**

<i>Job holder is accountable for</i>	<i>Job holder is successful when</i>
<b>1. Biz Support of the Futures Academy</b>	<p>Assisting the Manager with the effective running of the business side of the Futures Academy.</p> <ol style="list-style-type: none"> <li>Meeting regularly with the Futures Academy Manager to ensure proper systems and processes are in place that help the Academy to meet, or exceed, our Contracts for Service.</li> <li>Assisting with the preparation of the annual business case to the MOE.</li> <li>Development and approval of the annual FA Course booklet.</li> <li>Using current data to draft compliance reports for the MOE.</li> <li>Overseeing the reconciliation process and submission of the quarterly roll returns to the MoE.</li> <li>Updating annual Training Provider Contracts and securing signatures .</li> <li>Streamlining of departmental processes, procedures and documents with the aim to simplify and strengthen the business.</li> <li>Serving as the relief, 2IC in charge, for the FA Manager when required.</li> </ol>
<b>2. Futures Academy Finance Support</b>	<p>Assisting with Futures Academy funding oversight to ensure it is used appropriately, effectively, and transparently per the related service contracts.</p> <ol style="list-style-type: none"> <li>Serving as the FA secondary Approvalmax authoriser of payments.</li> <li>Assisting with reconciliation of FA Funding.</li> <li>Overseeing FA training provider invoicing.</li> <li>Overseeing the annual Transport Business Plan submission and tracking of this funding.</li> </ol>
<b>3. Futures Academy Promotion</b>	<p>Oversees the promoting of the Futures Academy to members and the wider BoP community.</p> <ol style="list-style-type: none"> <li>Managing and updating the Futures Academy website.</li> <li>Managing and updating the Futures Academy Facebook page.</li> <li>Working with staff to update CareerWise FA page.</li> <li>Creating ways to share relevant, or complementary, information about FA with our students and stakeholders (ex. termly newsletter, blog, job or apprenticeships Flyers, etc).</li> <li>Ensuring FA presence at parent and senior subject selection evenings, Career Expo's and other promotional events, as time and distance allows.</li> </ol>

<b>5. Safety, Quality and Continuous Improvement</b>	<p>Ensuring FA Programme compliance with contracts, policies and procedures, Health &amp; Safety, and the Employment Act.</p> <ol style="list-style-type: none"> <li>Using data to inform decisions.</li> <li>Identifying and acting upon opportunities to improve the effectiveness and quality of our FA service .</li> <li>Registering and reporting immediately, any serious health and safety incidents, unacceptable student behaviour and/or pastoral issues.</li> <li>Identifying and reporting any potential hazards with the aim to minimise the risk to staff, students, and the organisation.</li> <li>Ensuring Academy compliance with changing national policies and procedures, and the Health &amp; Safety, and labour laws.</li> </ol>
<b>6. Professionalism</b>	<p>Demonstrating professionalism in their dealings with all staff and stakeholders.</p> <ol style="list-style-type: none"> <li>Establishing effective work priorities, sustainable personal workload and stress levels managed with the support of the manager and Trident High School.</li> <li>Demonstrating commitment to ongoing personal, professional development through identifying and taking on professional development.</li> <li>Marketing</li> <li>Supporting the on-going design, development and success of the Futures Academy.</li> </ol>
<b>7. Other</b>	<ol style="list-style-type: none"> <li>Attend, fortnightly team meetings to identify business and administration tasks requiring extra team support.</li> <li>Attend termly Futures Academy Hui.</li> <li>Lead or facilitate meetings, as required when Manager is not available.</li> <li>Assist with additional projects as required by Manager.</li> </ol>

**Note:** The above performance standards are not exhaustive and are provided as a guide only.

#### Work Complexity:

Most challenging duties typically undertaken:

- Accurately administer, track, and approve of the payment of large sums of public funding.
- Working with large sets of data and programmes of work for compliance reporting.
- Working with stakeholders, and departments and their varied needs.
- Multi-faceted roles, with complex features, that require good time management, personal agility & prioritisation skills.

#### Functional Relationship Skills:

Key internal / external contacts	Nature of the most typical contact
FA /Trident Staff and external stakeholders	Courtesy, giving/receiving information, gaining and providing cooperation and active teamwork

#### Person Specification:

*This section is designed to capture the expertise required for the role at the 100% fully effective level. This may be a combination of knowledge / experience, qualifications or equivalent level of learning through experience or key skills, attributes or job specific competencies.*

Qualifications/ Knowledge / Experience	
Desirable	<ul style="list-style-type: none"> <li>▪ Skills, training, or experience, in business management, finance, and using technology like MS Office, Payroll, and Excel.</li> <li>▪ Prior experience with managing projects.</li> <li>▪ Prior experience working within a school or training setting.</li> <li>▪ Prior experience working with complex systems and diverse programmes of work.</li> </ul>

### **Change to Job Description:**

From time to time it may be necessary to consider changes in the job description in response to the changing nature of our work environment– including technological requirements or statutory changes. Such change may be initiated as necessary by the managers of this position. This Job Description may be reviewed as part of the preparation for performance planning for the annual performance cycle.