

Job Title	Learning and Development Unit (LDU) Administration Officer – Scholarships
Employment status	Casual – 38 Hours per week
Location	Broughton Hall, Callan Park, Lilyfield
Award	Clerical Award
Reports to	MHCC CEO via LDU Manager
Scope	MHCC has a state wide brief.



Position objective

The Administration Assistant - Scholarships for the LDU is responsible for ensuring the smooth running and ongoing maintenance of the scholarship program for the LDU. The administration assistant is also required to complete additional administration tasks as required by the LDU Manager.

Operational Responsibilities

- Run and maintain the scholarship program in conjunction with the LDU Manager
- Prepare, minute take and follow up meetings as required
- Assist with general duties for the LDU including providing course and enrolment information to current and prospective participants
- Maintain administration processes and systems
- Work closely with the Administration Team to ensure all administrative requirements of the LDU are met
- Filing, photocopying, letter preparation and other administrative support as required
- Basic financial administration, record keeping and statistics
- Other Administrative tasks as requested by the LDU Manager
- Coordinate graduation and other events as required in consultation with the LDU Manager and the Training Coordinator

General responsibilities

- To understand the aims and objectives of MHCC
- To promote MHCC and the LDU in a positive light at all times to the sector and other relevant parties
- To provide comprehensive reports to the LDU Manager and CEO as requested.
- To provide regular reports to the Board via the CEO on a regular basis
- To abide by the MHCC Policy and Procedures Manual at all times and workplace / legislative requirements
- To abide by the Code of Conduct Agreement
- To ensure the practice of Occupational, Health and Safety (OH&S) Standards are maintained by staff and self
- Ensure compliance with all Commonwealth & State legislative requirements governing the MHCC business activities (including but not limited to EEO, Anti-discrimination, OH&S, VET)
- Attend / participate in staff meetings as required
- To participate in an annual performance appraisal
- To seek formal supervision if required
- Work collaboratively as part of a team
- Actively engage with other team members in continuous improvement
- Use equipment provided in a professional manner
- Other duties as directed by the CEO