



TASMANIAN ASSOCIATION OF STATE SCHOOL ORGANISATIONS INC.

ABN: 28 261 465 779

Office: 15 Rowitta Road Lindisfarne phone: 03 6243 7718
PO Box 183 Lindisfarne TAS 7015 email: manager@tasso.org.au

Position Vacant

Operations Assistant

- Employer:** Tasmanian Association of State School Organisations Inc. (TASSO)
- Job Type:** 12 month contract, upon successful completion of a 3 month probation period. Permanent part-time, 42 hours per fortnight plus occasional weekend work, days and time of work are flexible.
- Award:** Social, Community, Home Care & Disability Services Industry Award 2010
- Classification:** Level 3 pay point 1
- Sector:** Not for Profit (NFP)
- Location:** 15 Rowitta Road, Lindisfarne, Tasmania.

TASSO is the peak parent body representing all Tasmanian state school communities. We are the parents voice on departmental committees and working groups as well as in the broader community, on the issues affecting all children in government schools. We are committed to the promotion and protection of student and parents' interests in state schools and colleges throughout Tasmania. We also provide support and information to families. TASSO makes regular comment on education and related issues through all media and provide representation for Tasmanian state school parents both statewide and nationally.

A Job Description, Selection Criteria and Selection Process can be found at the end of this document.

Applications close:

Thursday, February 7th, 2019

- Post to:** Operations Manager **or** **Email:** manager@tasso.org.au
TASSO **Subject Line:** Operations Assistant
PO Box 183 With scanned handwritten cover letter
LINDISFARNE and all requested documents attached.
Tasmania 7015

Your application should include:

1. A hand-written cover letter of no more than 300 words giving:

- A brief introduction about yourself.
- The reasons you are applying for the job.
- The attachments you have included, stapled to the right hand side of the cover letter.

2. Your up-to-date resume which includes:

- Full name, contact phone number/s and an email address.
- Education and training. List education and training activities that are relevant to the vacancy, include date/year of completion, the most recent listed first.
- Employment history. This can include information such as job title, employment dates, employer name and description, your main duties and achievements. Keep this information brief, preferably a few dot points.
- Community involvement and/or voluntary positions. Use the same format as employment history.
- Current referees. At least two are required, list their name, phone number and/or email address, and your relationship to them.

3. A statement addressing the selection criteria (located below).

In addressing each of the specific criteria, include examples from your work history, community and volunteering involvement, education and training, and life experiences.

The selection process:

1. **Applications close** Thursday, February 7th, 2019
2. **Selection panel** will discuss the applications and decide which (if any) applicants will be interviewed.
3. **Interview**, if you are short-listed for an interview, contact will be made no later than Thursday, February 14th, 2019 and advised of the date, time and location of the interview.
4. **Referees** of interviewed applicants will be contacted by a member of the panel. Referees will be asked about the applicant's skills and knowledge based on the requirements of the position and general work ethic.
5. **Notification** will be sent to all applicants advising them of the outcome.

JOB DESCRIPTION

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| Job title: | Operations Assistant |
| Employer: | Tasmanian Association of State School Organisations Inc. (TASSO) |
| Award: | Social, Community, Home Care and Disability Services Industry Award 2010 |
| Classification: | Level 3 pay point 1 |
| Job type: | Permanent part-time (42 hours per fortnight plus occasional weekend work when required) |
| Location: | 15 Rowitta Road, Lindisfarne, Tasmania |
| Responsible to: | Operations Manager and the Management Committee through the President or their representative. |

MAIN DUTIES/RESPONSIBILITIES:

- Coordinate and carry out all office administration tasks, including, but not limited to answering phone calls, filing and record keeping, emails and visitor enquiries.
- Monitor all types of media for education related issues.
- Manage agendas, travel arrangements and appointments for the TASSO Management Committee and staff.
- Assist with fostering contacts and liaise with members and external organisations, including but not limited to, members, Department of Education and Ministerial staff.
- Assist with organising, recording and completing tasks from Committee meetings and associated managed TASSO events.
- Maintain a clean and safe workspace and abide by workplace health and safety policies and procedures.
- All other duties as required.

SELECTION CRITERIA – Operations Assistant

ESSENTIAL

1. Knowledge and proven experience of administrative tasks, including but not limited to record keeping, visitor and phone enquiries.
2. Demonstrated ability to handle tasks concurrently.
3. Proven ability to use Microsoft Office including SharePoint.
4. Experience in meeting procedure, agendas and minute taking.
5. Proven ability to work under direction, independently and as part of a team.
6. Well developed verbal and written communication skills, and the ability to communicate with a diverse range of people.
7. Have, or the ability to obtain, a Working With Vulnerable People (Child Related Activity) registration. If you are registered provide your registration number.
8. Driver's Licence.