

# Position Description

## Southern Cross Grammar Communications Coordinator



SOUTHERN CROSS  
GRAMMAR

### School Profile

Located in Caroline Springs, Southern Cross Grammar features curriculum and pedagogy based on proven educational research combined with a global outlook. The school offers new opportunities and choices that are intellectually stimulating, progressive and exciting.

We strive to open new doors for all of our students by recognising each student's personal achievements, goals and dreams. We see what's possible and then take each student on a journey to make it a reality.

We believe in creating the very best possibilities for all of our students and look forward to our students, staff and families discovering this difference.

### Student Centred Vision

The following student attribute statement represent the collective goals of the Southern Cross Grammar Passion, Futures, Thinking and Clinical Principles and are intended to continually guide and shape the journey of our learning community.

*Be an ethical, compassionate and socially responsible citizen.*

*Have high aspirations, be curious about the world and demonstrate connectedness in a variety of ways.*

*Actively listen to others and value different points of view.*

*Understand your own talents, strengths and weaknesses, and be respectful of the rights and feelings of others.*

*Accept responsibility and demonstrate accountability for your own learning.*

*Be creative problem solvers and lateral thinkers.*

*Take risks and value mistakes as an opportunity to learn.*

*Be resilient, determined and to persevere through adversity.*

*Question, investigate and reflect upon your learnings.*

*Demonstrate leadership and entrepreneurial qualities.*

Staff at Southern Cross Grammar should not only support and guide students in achieving this vision but they should also demonstrate through action these values in all areas of endeavour.



## Position Description – Community Liaison

Position title	Communications Coordinator
Department	Corporate Services
Position reports to	Office Manager
Direct reports to position	Nil
FTE	1.00
Classification	Level 4 – School Administration Services Grade 4

### **Key Duties**

Duties of the Communications Coordinator include, but is not limited, to the following tasks:

#### **Communications 0.6 time fraction:**

- Coordinate the online publishing of the key dates calendar including the planning, updating and maintenance of the calendar.
- Copy writing and maintenance of content on the school website.
- Management of the school's social media platforms.
- Develop and monitor the implementation of the school's Communication Strategy in conjunction with the Marketing Committee.
- Development and publication of the school's weekly newsletter.
- Develop style guide communications for internal and external audiences.
- Assist staff, for example training, instructional material and direct assist where required, with the development, formatting and distributions of communications.

#### **Administrative Support 0.4 time fraction:**

- Provide administrative support to the Executive Team. Direction and allocation of tasks may be provided by the Corporate Services Manager or the Office Manager.
- Provide Reception coverage when required by the Office Manager or Corporate Services Manager
- Other duties as required by the Corporate Services Manager.

#### **Competencies of Classification – Level 4**

Competency at this level involves the application of knowledge with depth in some areas and a broad range of skills. There is a wide variety of tasks and roles in a variety of contexts.

There is complexity in the ranges and choice of actions required. Some tasks may require limited creative, planning or design functions. Competencies are normally used within a variety of routines, methods and procedures.

Discretion and judgment are required for self and/or others in planning, selection of equipment, work organisation, services, actions and achieving outcomes within time constraints.



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Staff are expected to:

- Exercise judgement on work methods and be able to prioritise tasks with specified timelines and standard practices and procedures.
- Manage enquires from students, parents, employees and the general public.
- Support other staff members where required in completing tasks.
- Exercise judgement in identifying constructive solutions to issues as they arise. The staff member should consult with other team members and/or manager where required.
- Effective implementation of the policies of the school particularly in respect to the Code of Conduct and demonstrate support of the School Centred Vision.

### **Qualifications and Position Requirements**

- All staff must hold a current Working with Children Check.
- Demonstrated interpersonal and customer service skills, including excellent phone manner.
- Able to work effectively and cooperatively within a team environment.
- Bachelor's degree and demonstrated communications experience within an educational or not-for-profit setting.
- Strong computer skills required, including proficient knowledge of MS Office, web applications, content management systems, web-based databases. Familiarity with publishing and photo-editing software a plus.
- Strong written and verbal communication skills.
- Ability to process and organise information, ensuring that school communications are proactive, timely and accurate.
- Ability to remain calm and manage complex responsibilities and prioritise among multiple demands and deadlines.
- Ability to promote and highlight the vision, growth and development of the school to the broader community.
- High attention to detail.

### **Key Contacts**

- Principal
- Corporate Services Manager
- Other Executive staff members
- Other Corporate Services team members
- Staff and school community

### **Conditions of Employment**

- A salary will be paid according to qualifications, experience and demonstrated capacity to achieve outcomes.
- Salary packaging benefits, state-of-the-art facilities, quality staff professional learning and leadership opportunities.
- Employer superannuation contributions as prescribed under the Superannuation Guarantee legislation.
- Employment and leave provisions as outlined in the National Employment Standards (NES).
- Southern Cross Grammar is an equal opportunity employer.



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<i>Document Date</i>	<i>Department</i>	<i>Manager Approval</i>	<i>Principal Approval</i>
3 April 2019	Corporate Services		