



APPLICANT INFORMATION KIT

Student & Campus Coordinator

Closes: 4.00pm 9 November 2020

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Thank you for your interest in a position with the Copper Coast Council. Please take the time to read the relevant position description. If you wish to proceed, the following helpful hints are provided to assist you with your application.

The Copper Coast Council is offering an exciting opportunity for a Student & Campus Coordinator to join our team.

Making Inquiries

After reading the position description if you have any inquiries regarding the position telephone the contact person on the position advertisement.

Completing your Application

1. Consideration for interview is based upon your clear demonstration that you meet the requirements for the position. **This will be achieved by clearly addressing the selection criteria.**
2. Attach a current résumé which provides your relevant personal details (including your postal address), qualifications and work history.
3. You must include in your résumé the names and contact numbers of at least two (2) professional referees. They must be capable of commenting directly on your work performance. You are encouraged to contact your referees and inform them that they may be contacted in relation to your application for employment with the Copper Coast Council. The supply of referees' names is confirmation of your permission to contact the named persons.
4. Please complete the attached **Application Form** and submit this with your application.
5. **Do not** submit the attached Job Description and Selection Criteria with your application.
6. Please do not submit applications in plastic folders, do not use staples (paperclips are preferred) and do not include original documents.

Lodging your Application

1. Applications must clearly state the position being applied for and addressed to the Corporate Services Officer, Copper Coast Council, PO Box 396, KADINA SA 5554.
2. If hand delivered, they should be marked 'Private and Confidential' and addressed to Corporate Services Officer and delivered to the Customer Service Counter at 51 Taylor Street, KADINA SA 5554.
3. Applications can also be lodged via email to info@coppercoast.sa.gov.au
4. Applications close **4.00 pm Monday 9 November 2020**

The Shortlisting process

1. The Selection Panel (usually 2 or 3 people) will assess the requirements listed in the Position Description and selection criteria with the information provided in your application.
2. The preferred applicants will be shortlisted and contacted by phone to arrange an interview.

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The Interview

1. The interview process is a two way process. You will want to find out about the Copper Coast Council, what is involved in the role and if it will use your skills and experience. The panel will be evaluating you on your aptitude and motivation as well as your qualifications, skills and abilities. They will also assess how well you will fit with the culture of the Copper Coast Council.
2. The interview will consist of a series of questions based on the requirements of the position and to explore your experience. During the interview you will have the opportunity to explain and expand on the information provided in your application. The Selection Panel's task is to establish whether you possess the required skills or if you have the potential to acquire these skills within a reasonable time.
3. You are obliged to disclose at the interview any information you are aware of that could impair or impede your performance in the position and which will be considered by the panel.
4. You are encouraged to prepare some questions to ask the panel, so you leave the interview feeling confident about the details of the position.
5. You are not required to bring anything with you to the interview, however if you have samples of written work, education certificates, references etc. you are welcome to bring them.

Other Requirements

1. If you are one of the Copper Coast Council preferred candidates, we will contact your referees to ascertain your suitability for the position. The information remains strictly confidential.
2. The Copper Coast Council has a duty of care under the Workplace Health Safety Act 2012 to ensure that you will not injure yourself or others while you are at work. This will be achieved through a pre-placement medical examination arranged by Copper Coast Council. The doctor will advise if there are any medical restrictions that need to be taken into consideration if you are appointed to the position. The Copper Coast Council will then decide whether those restrictions will affect your ability to undertake the role. Your medical records remain strictly confidential.
3. For some positions, a police clearance will be required, particularly if you are working closely with members of the public who are vulnerable or children. This information remains strictly confidential.
4. A driver's licence is also mandatory for some positions.

Notification

All applicants will receive a letter of acknowledgement upon receipt of applications and unsuccessful applicants will be notified at the conclusion of the recruitment process.

Thank you

Russell Peate
CHIEF EXECUTIVE OFFICER

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APPLICATION FORM

Student & Campus Coordinator

Surname (Block Letters):	Given Names:	Mr/Mrs/Ms/Miss	Date of Birth
Home Address			
Postal Address:			
Mobile	Telephone	Email	
How did you find this vacancy? <i>Local Paper, Council Website, Seek etc.....</i>			

Declarations:

Privacy Act 1988:

I acknowledge that:

- The personal information provided in this application is collected for the purpose of assessing suitability for employment for the position stated above.
- Access is limited to use by Council employees and other authorised persons.
- Supply of the personal information is voluntarily supplied and non-supply may cause delay or inability to proceed in the processing of this form.
- The personal information will be stored in Council's system

Signature: Date:

Have you any known condition, which the Council will need to accommodate either for interview or for you to perform the duties of the position for which you have applied? **Yes/No**

If so, please give details:

To avoid any potential conflict of interest in appointing an independent interview panel, please advise if you have any association with or connection to current members of staff or Councillors. Note this information is confidential and will only be used to select an independent interview panel. **Yes/No**

If yes, please indicate details on a separate sheet.

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Applicant Information Release

I hereby authorise any person, educational institution, or company I have listed as a reference on my employment application to disclose in good faith any information they may have regarding my qualifications and fitness for employment. I will hold the Copper Coast Council, any former employers, educational institutions, and any other persons giving references free of liability for the exchange of this information and any other reasonable and necessary information incident to the employment process.

Signature: Date:

I certify that all answers and statements on this application form and any attachments thereto are true and complete to the best of my knowledge. I understand that, should I provide untruthful or misleading information, this application may be rejected or my employment with Council subsequently terminated.

Signature: Date:

NB: Please return this form with your Application

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SELECTION CRITERIA

POSITION:	Student and Campus Coordinator
CLASSIFICATION:	Level 3.3
DEPARTMENT:	Executive Services
REPORTING TO:	Chief Executive Officer
LOCATION:	Copper Coast Council – all areas
APPROVING MANAGER:	Chief Executive Officer

KEY SELECTION CRITERIA

- Tertiary qualifications in business management, education, training or related field.
- Knowledge and experience within the training and education sector.
- Excellent interpersonal communication and ability to develop trust and a positive rapport with a wide variety of stakeholders including colleagues, students from a range of socio-economic backgrounds, parents and community members, school leaders, partner universities, local employers and business partners.
- Contribute positively and effectively within a small team environment.
- High level of autonomy, initiative and problem-solving skills.
- Strong competency in the use of office and information-related technology, including Microsoft Office and familiarity with teleconference, video and web-based meeting options.
- A current drivers licence is essential.

SPECIAL REQUIREMENTS

- All Uni Hub staff are required to complete a satisfactory childsafe, criminal history & background screening check.
- Successful applicants will be required to prove their eligibility to work in Australia and undergo a medical assessment prior to finalisation of selection.

Note: Applicants should address the selection criteria in their application

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POSITION DESCRIPTION

POSITION:	Student and Campus Coordinator
CLASSIFICATION:	Level 3.3
DEPARTMENT:	Executive Services
LOCATION:	Copper Coast Council
APPROVING MANAGER:	Chief Executive Officer
DATE APPROVED:	October 2020

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Our Vision is to become **South Australia's lifestyle location of choice**, this position is an important part of our team taking steps towards fulfilling that vision.

We are committed to ensuring that staff work in an environment that is built on values that underpin the way we behave. These values are reflected in our Strategic Plan and apply to staff and Elected Members.

As an employee of the Copper Coast Council staff are required to reflect these values in the way they carry out their role and will be part of ongoing discussions to ensure the values are understood and reflecting in the way things are done at the Copper Coast Council.

Our Values

Communication

- ◆ Listen, consult, consider
- ◆ Respond in a timely manner with a 'yes' or 'no'
- ◆ We will let you know if we can't meet our commitment within the agreed timeframe
- ◆ Through advanced notice, we will keep you informed of what we are up to

Being welcoming

- ◆ We will be friendly, smile and acknowledge you
- ◆ We will put ourselves out to meet you where you are at, so you feel comfortable.
- ◆ We will be approachable

Teamwork

- ◆ We will work together to provide the best possible service
- ◆ The community is our priority

Considered innovation

- ◆ Being proactive with new ideas whilst respecting our heritage

Environment

- ◆ We will promote green spaces
- ◆ Reduce waste
- ◆ We will keep Copper Coast towns clean and tidy
- ◆ Recycling and Reuse will be encouraged
- ◆ We will provide a 'safe' environment for all ages and capabilities.

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Integrity

- ◆ We will be really open and honest in all of our dealings
- ◆ Be respectful to all
- ◆ Be professional
- ◆ We will do what we commit to

Inclusive

- ◆ Open minded
- ◆ Non judgemental
- ◆ Everyone treated equally
- ◆ Community involvement in local projects

Responsible

- ◆ Provide reliable services
- ◆ We will be accountable for our actions
- ◆ Consistent level of service
- ◆ Community confidence that staff are willing, trained and have the equipment to do their work properly.
- ◆ If we are unsure, we will seek the help to ensure our work is completed correctly

1. ABOUT UNI HUB SPENCER GULF:

Uni Hub Spencer Gulf is an independent, not-for-profit, incorporated body, supporting university delivery in the Upper Spencer Gulf and surrounds.

Established in mid-2018 with support from the Australian Government, local Councils and regional and university partners, Uni Hub opened its first community-owned university study centre in Port Pirie in 2019, with a second presence established in Port Augusta in 2020 and now the Copper Coast.

The aim of Uni Hub Spencer Gulf is to increase locally supported delivery of higher education in the region to provide greater access to university study for our regional community and to help meet the growing workforce needs of local industry.

Uni Hub Spencer Gulf provides support to students across a range of Bachelor and Masters degrees, foundation and school-scholarship programs. Our university partners are currently delivering qualifications in business, nursing, social work, psychological science and education, digital media and engineering.

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Your Relationships:

Reports to:	<i>Chief Executive Officer, Uni Hub, Spencer Gulf</i>
Key Internal Liaisons:	<i>Copper Coast Council, Chief Executive Officer, Director Corporate & Community Services, Copper Coast Council University Centre Committee</i>
Key External Liaisons:	<i>Copper Coast Business, Students, External Stakeholders, Local Community and Educational Institutions</i>

2. YOUR ROLE:

Reporting to the Chief Executive Officer, Uni Hub, Spencer Gulf, the Copper Coast Student and Campus Coordinator will be a key part of helping Uni Hub to build a strong and positive reputation in the community by:

- Managing the day to day operations of the Uni Hub facility in Kadina.
- Facilitating student engagement, enrolments and support services.
- Developing strong local community, industry and stakeholder support.
- Providing financial, policy and administrative support for the Uni Hub organisation.

Primary responsibilities of the Copper Coast Student and Campus Coordinator include:

Manage the day to day operations of the Uni Hub facility in The Copper Coast

- Manage the overall daily operations (hygiene, security, stores and maintenance) to meet requirements and within the set annual budget.
- Comply with the systems that manage the activities and fulfil the mission and the goals of the Uni Hub Spencer Gulf efficiently and effectively.
- Plan and allocate resources to effectively accomplish the work of Uni Hub Spencer Gulf.
- Maintain relevant performance controls and feedback systems to monitor the operation of the Uni Hub Spencer Gulf.
- Provide oversight and direction to subordinates in accordance with the organisation's policies and procedures.

Develop strong local community, industry and stakeholder support

- Build positive relationships with the Copper Coast Council, Business, education, agriculture and community organisations, the local media and other key local and peak bodies.
- Support development of a strong student pipeline through local schools and employers.
- Assist in effective local marketing and communications, including identifying and attendance at local events and promotional activities.
- Coordinate and host on-campus Uni Hub open days, school visits and orientation sessions.

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- Promote Uni Hub courses to local employers, including opportunities for career-upgrade qualifications for existing workers.
- Establish and support relevant local industry advisory groups to progress arrangements for the delivery of tertiary qualifications that meet the needs of employers in the region.
- Facilitate the uptake of industry sponsorship, cadetships and training subsidies to maximise local student enrolment and success.
- Lead local fundraising to generate strong community and industry donations and support to assist the ongoing viability of the Copper Coast Uni Hub

Facilitate student engagement and support services

- Support delivery of student services including orientation, enrolments, local tutorials, exams and graduations.
- Provide pastoral support and ensure the general welfare of registered students.
- Support sourcing of local student industry placements, projects and, employer networking events, excursions, visiting lecturers.
- Assist development, local promotion and implementation of student scholarships.
- Support exam coordination.

Provide financial, policy and administrative support for the Uni Hub organisation

- Support the administration of finance, governance and human resource management functions.
- Support the review of organisational policies and procedures.

3. YOUR KEY PERSONAL ATTRIBUTES:

Personal Skills

- Ability to liaise with and co-ordinate with multi-disciplined teams to achieve outcomes within agreed time frames, a TEAM PLAYER.
- Ability to recognise and demonstrate the difference between acceptable and unacceptable cultures. Demonstrate behaviour consistent with our organisations values.
- Ability to learn new concepts and apply new learnings.
- Ability to work independently with minimal supervision.
- Ability to influence others and manage change.
- Ability to work effectively within political systems.
- Excellent communication, presentation, negotiation and liaison skills.
- Demonstrated understanding and enthusiasm for the direction of the Copper Coast community and the organisation.
- A person who is driven to shape communities.
- High level of autonomy, initiative and problem-solving skills.
- Strong competency in the use of office and information-related technology, including Microsoft Office and familiarity with teleconference, video and web-based meeting options.
- Strong local networks within the Copper Coast and surrounding districts.

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Knowledge

- Sound knowledge of current Work Health & Safety Legislation and requirements.
- Knowledge and experience within the training and education sector.

Experience

- Sound written and oral communication skills.

Qualifications

- Qualifications in education, training or business management, or related field.
- Current drivers licence – 'C' class

4. OUR SHARED COMMITMENT TO WORK HEALTH & SAFETY

Assist in the provision of a safe working environment for all employees of Council in accordance with the Work Health & Safety Act 2012 by:

- Performing duties, in accordance with the Regulations', Council's Codes of Practice, Policies and Procedures.
- Participate in safety training in consultation with the Work, Health, Safety & Risk Coordinator.
- Assist with regular audits of work procedures, equipment and workplaces.
- Monitor occupational health and safety within the area of responsibility.

As a matter of personal interest, and as a legal obligation, all employees have the responsibility of ensuring nothing is done to make health and safety provisions less effective. In particular, each employee shall:

- take reasonable care for their own health and safety and ensure their acts or omissions do not adversely affect the health and safety of other persons within the workplace,
- co-operate with any reasonable instruction given by Copper Coast Council relating to health or safety,
- be proactive and become actively involved in meetings and discussions designed to improve health and safety,
- not intentionally interfere with or misuse items or facilities provided in the interest of health and safety,
- be proactive in recognising and reporting potential hazards in the workplace,
- immediately report any incidents, injuries or illness that occur to Copper Coast Council delegated key contact
- be encouraged to participate in the election of Work, Health, Safety Representatives
- ensure the appropriate protective clothing (PPE) is worn at all times and is suitable for the duties being undertaken.

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