



## **Cadet Administration Officer ROLE DESCRIPTION**

### **PURPOSE**

The Cadet Administration Officer is responsible for the efficient and compliant administration of the Waverley College Cadet Unit (WCCU). The Cadet Administration Officer will complete administrative tasks, logistics and planning.

### **REPORTING RELATIONSHIPS**

The position reports directly to WCCU Commanding Officer

### **RESPONSIBILITIES**

- Provision of high level administration support to the WCCU Commanding Officer
- Assisting and supporting the WCCU Commanding Officer with weekly Cadet Unit administration tasks such as routine orders, maintenance of unit roll, updating and recording attendance and processing of leave applications, early march outs and late march ins
- Draft correspondence, joining instructions, and warning orders as required by the CO
- Submitting, checking and processing activity/ excursion / camp applications through Plan-Check-Go and entering data in the school calendar
- Preparation of accommodation lists, bus lists, special dietary lists, rolls, photo boards, and transport for all camps, incursions and excursions
- Ordering stationery for Cadet Unit, Promotions Camp and AFX

- Event planning for Dining In Night, Reveille Mess and Ceremonial Parades – Booking of Venues, Transport and external providers. Assist in the set up and pack down of all events, camps, activities and courses.
- Assembly of certificates, reports, awards and trophies for WCCU
- Booking facilities for camps (portaloos, water, vehicles, storage, stores., rations etc.) and ordering provisions (ratpacks, medical supplies, stationery)
- AFX, Bivouac, Promotions Course and WEC Trek Logistics
- Track career progression of Cadet Staff through AAC and CadetNet
- Liaison with and administration support for Waverley College and St Catherine's Cadet Staff.
- Process purchase orders
- Collation, filing and archiving of Cadet records
- Point of contact for parents, carers, and Cadet Unit Members
- Upkeep and supervision of Q Store. Ordering uniform and supplies for Q Store. Management of Q Store stock. Inventory management. Management of uniform returns and Year 8 Cadet uniform distribution
- Conduct communication with students, staff, parents and members of the Waverley College community with regards to Cadet Unit events and programs and upcoming calendar events
- Assisting and supporting the WCCU Commanding Officer with the annual on boarding of Year 8 Recruits.
- Assisting with distribution and of uniforms and equipment for new recruits
- Assisting with the returns of uniforms and equipment from discharging cadets
- Assisting with the administration, organisation and supporting the WCCU Commanding Officer at key events such as Dining In Night, Passing Out Parade, Reveille Dinner, Promotions Camp, Bivouacs, Student & Parent information Evenings etc.

- Prepare for Cadet Unit calendared events including facility scheduling, Try Bookings Invitations, catering planning plus any additional ceremonial requirements
- Assisting the WCCU Commanding Officer with certificates, slides, booklets, invitations, photographs etc.) for key events and major Cadet Unit Camps
- Assisting with the organisation of Cadet Unit Inter school events such as Anzac Day, CAS Drill Competition, CAS Milskills Competition and Remembrance Day.
- Assist Cadet Unit with Open Day Displays

## **REQUIREMENTS**

It is a requirement that the Cadet Administration Officer is loyal to the ethos of the College and the Edmund Rice Charter and will demonstrably enact College Policies.

### **Knowledge and experience**

- Experience in providing assistance to senior level management within an administration environment
- Demonstrated ability in developing stakeholder relationships
- A sound understanding of high level administration expectations and accountabilities

### **Practical and specialist skills**

- Advanced MS Office applications and Google apps suite
- Ability to extract and analyse data and create meaningful reports to assist decision making
- Knowledge of the approaches to managing records and/or database management with accurate data entry skills
- High computer literacy in a Mac environment.

### **Competencies**

#### **Accountable**

- Delivers on commitments, takes responsibility for actions, decisions and outcomes and ensures the same of others.

### **Attention to Detail**

- Thoroughness in completing all tasks with high concern for accuracy, quality and doing things properly. Follow established procedures where applicable.

### **Customer focus**

- Identifies and understands students and staff needs and builds collaborative relationships with both internal and external customers in order to satisfy needs.

### **Decision Making**

- Ability to recognise problems or opportunities, analyse alternatives, consider options, make sound judgements and choose an appropriate course of action to achieve desired outcomes/solutions.

### **Interpersonal skills**

- Ability to manage relationships and interactions with other individuals or groups. Considers and responds appropriately to the needs, feelings, and capabilities of different people in different situations.

### **Responsive**

- Acts quickly in answer to requests/demands and changing environment and expectations. Identifies and acts on opportunities

### **Teamwork**

- Willingness to participate as a member of a group that shares a common interest working together cooperatively and productively to achieve results. Effective contributor that interacts within the group and participates in activities