

POSITION DESCRIPTION:

Position title:	OSHC Rostering and Administration Officer
Status:	Full Time
Location:	Bendigo
Classification level:	SACS Level 3
Award	Social, Community, Home Care and Disability Services Industry Award 2010
Reporting to:	Children Services Manager
Date Approved:	15 th May 2025

WORKING ENVIRONMENT**Code of Conduct**

All employees must abide by the Organisational Code of Conduct.

Occupational Health and Safety:

As an employee, you must be aware of and comply with requirements of the relevant Workplace Health and Safety legislation and associated regulations. This includes taking responsibility for your own health and safety and that of others in the workplace and complying with the Organisations occupational health and safety policies and procedures.

Performance Review:

A Performance Review will be conducted using the Organisations Performance Management Process.

POSITION SUMMARY

An employee at this level may be required to supervise lower classified staff or volunteers in their day-to-day work. Employees with supervisory responsibilities may undertake some complex operational work and may undertake planning and co-ordination of activities within a clearly defined area of the organisation. Employees will be responsible for managing and planning their own work and that of subordinate staff or volunteers and may be required to deal with formal disciplinary issues within the work area.

POSITION OBJECTIVES

To assist with the management of the effective and efficient operation of the Outside School Hours Care employees with the policies, directions and delegations of Service Management. This is undertaken under the supervision of the Children Services Manager.

LEVEL OF RESPONSIBILITY

This position is directly responsible to their immediate supervisor for all aspects of service delivery and organisational management whilst at work. The performance of this position is subject to general direction by the immediate supervisor of the relevant program in which the employee is working. The employee is required to undertake a range of activities requiring the exercising of initiative in the application of established work procedures and may require the employee to establish goals/objectives and outcomes for their own particular work program or project.

At this level, employees will be required to take overall responsibility for the training, co-ordinating and supervising other employees and scheduling work programmes; and assisting in liaison and co-ordination with other services and programmes whilst assisting in interpretation of matters for which there are no clearly established practices and procedures although this will be undertaken under general guidance of the employee's immediate supervisor.

SUPERVISION

An employee at this level works under general direction, operates within established routines, methods, standards and procedures and is expected to exercise initiative in the application of established work procedures and is responsible for managing time, planning and organising their own work.

An employee at this level may be required to supervise lower classified employees or volunteers in their day-to-day work.

KEY TASKS AND DUTIES *(including Key Performance Indicators)*

- Oversee the rostering process, ensuring shifts are allocated according to ratio requirements, mandatory qualifications, and industrial obligations. Manage staff availabilities, contract requirements, and ensure rosters are published as per organisational procedures.
- Ensure all OSHC timesheets are accurately approved for payroll as per organisational procedure. Audit rostered and completed shifts for payroll processing and manage employee leave and absences to maintain smooth operations.
- Work collaboratively with the Human Resources department to onboard new staff, including organising on-site inductions once compliance checks are completed. Support staff in adjusting to their roles and promptly address all rostering-related queries.
- Coordinate and confirm bookings for OSHC incursions and excursions, including bus arrangements, across all sites. Manage enrolment bookings and waitlists and act as the primary communication point for families regarding booking inquiries.
- Contribute to the organisation's marketing efforts by providing OSHC social media content and updating digital imagery. Assist in reviewing and updating policies and procedures and backfilled program development tasks, including drafts and booklet information.
- Other duties as required

Key Performance Indicators

- Update and cover rostered shifts as required
- Meet agreed performance targets
- Assist with ensuring all reporting requirements are met
- Refer to HR004-03 Key Performance Indicators

QUALIFICATIONS

Essential

- Relevant experience attained through previous appointments

OTHER REQUIREMENTS

- Proof of Eligibility to work in Australia
- Approved NDIS Worker Screening Clearance
- Approved Working with Children Clearance as per state requirements.
- NDIS Worker Orientation Module Certificate
- Current Vaccination Certificate
- A current Victorian driver's licence

SELECTION CRITERIA

- Previous experience working in a similar role is required, particularly knowledge of best practice rostering procedures in a similar industry
- Effective communication skills and the ability to liaise effectively with employees and managers to coordinate shifts
- Sound knowledge of Office suite of programs, including Excel and Word as well as previous experience with a Client Management/Rostering system
- Well-developed capacity to manage the competing demands of a busy environment, work to deadlines and maintain attention to detail
- Ability to work independently and as part of a team

SIGNATURES

Signed for and on behalf of the Organisation:

Name: _____ Signature: _____
Position: _____ Date: _____

The Employee:

I acknowledge that my duties and responsibilities are as outlined in this position description. I further acknowledge that my duties may be varied from time to time.

Name: _____ Signature: _____



OSHC Rostering and Administration Officer

Position:

OSHC ROSTERING AND ADMINISTRATION OFFICER

Date: