



**Billanook College**

*Growing and Caring*

## **POSITION DESCRIPTION – HOMESTAY RELOCATION OFFICER**

As a school of the Uniting Church in Australia, Billanook College's Mission is to develop a dynamic, caring learning community which fosters the growth of the whole being of each girl and boy – in body, mind and spirit; providing a range of pathways to life-long learning through and beyond academic excellence.

At Billanook, our staff are central to our mission. We aim to recruit and sustain a workforce focused on the shared vision of Billanook College.

### **POSITION PURPOSE**

To provide assistance with transport of International Students when re-locating to a Billanook College approved Homestay Residence.

**REPORTS TO**            Manager of International Programs

### **KEY SELECTION CRITERIA**

- Current Victorian Driver's Licence, clear of any driving convictions
- Ability to drive the College 12 seater bus or College utility vehicle and trailer
- Demonstrated familiarity with and understanding of cultural diversity
- Experience with and knowledge of ethnic and different cultural groups, particularly those from Asia
- Strong interpersonal and organisational skills
- An effective communicator
- The capacity to problem solve and work independently
- Physically fit and capable of lifting suitcases and/or small furniture
- Sound understanding of the Child Safe Standards and other mandatory reporting requirements as they apply to Victorian Schools, and a strong commitment to providing a child safe environment at all times.
- A current Working with Children Check and Victoria Police Check.

### **KEY ACCOUNTABILITIES**

- Under the direction of the Manager of International Programs or the Homestay Officer, provide a reliable transport and moving service within the nominated timeframe for Billanook College enrolled international students.
- Assisting with Airport Transfers of students upon arrival to Melbourne Airport or for departure from Melbourne Airport.
- Accompanying international students to attend appointments outside of the College, as directed.
- Assisting with Study Tour Program Activities within and outside of College hours, as directed.
- Adhere to Victorian road laws and all policies of the College.
- To observe safe working practices when carrying out the required duties.

### **PERFORMANCE EXPECTATIONS**

- Be available when required
- Transport and assist students to move safely to individual homestay residences
- The vehicle to be used may either be the Billanook College vehicle (when available) or the Officer's own vehicle
- Relocate students directly to their homestay residence from previous homestay residence or airport
- Report any concerns with procedures or students to the Manager of International Programs or the Homestay Officer without delay
- Be available to assist with airport pick up and transfers if required.



## TERMS AND CONDITIONS

This is a casual position with the terms and conditions of employment as set out in the Billanook College (Educational Services Staff) Certified Agreement 2018. As such the position is classified at Grade 1.5 level. The casual hourly rate is \$34.60 plus time and a half for the first three hours worked after 6.00pm Monday to Friday, double time thereafter, time and a half for hours worked on a Saturday and double time for hours worked on a Sunday.

The successful candidate will be provided with a Staff Handbook that sets out the expectations and requirements of employment at the College. Child protection legislation requires preferred applicants to be subject to employment screening. Billanook College supports the principles of equal opportunity employment and encourages diversity in the workplace.

## APPLICATIONS

Please forward a letter of application and a Curriculum Vitae detailing qualifications, employment history and experience and the names of at least two referees who are able to comment on your recent employment experience, including your suitability to work with children. **Please email your application as one file in PDF format.**

Applications to be addressed to:

Mr Roger Oates

Principal

Billanook College Ltd

197-199 Cardigan Road

Mooroolbark, 3138.

Email: [karin.thompson@billanook.vic.edu.au](mailto:karin.thompson@billanook.vic.edu.au)

Applications close: Wednesday 10 January 2018 at 5.00pm

