

POSITION DESCRIPTION

POSITION TITLE:	Australia Awards Fellowships Officer
LOCATION:	Southport, Gold Coast QLD
REPORTING TO:	Scholarships Operations Manager
DEPARTMENT:	Education and Scholarship Administration Team

PURPOSE STATEMENT

The primary purpose of this position is, under the direction of the Manager, to advise, assess, administer and process activities required in meeting the contractual obligations of BUSY At Work and the Australian Awards Administration team within the Department of Foreign Affairs and Trade.

OUR VISION

To improve social equity through having more people in jobs, more people learning new skills, and more communities exposed to positive change.

OUR MISSION

- To promote training, employment and workforce planning solutions to employed, under-employed and at risk members of our Communities, with particular emphasis on youth.
- To provide bridging assistance where government and community resources are lacking.
- To assist new and existing businesses to grow and prosper through effective workforce planning.
- To create and maintain partnerships with other providers, industry groups and governmental agencies

OUR VALUES

- **Inclusive:** People of all communities coming together as one team for common goals
- **Excellence:** We always strive to exceed
- **Resilience:** Equipped to meet challenges and exceed
- **Integrity:** We act with honesty and sincerity
- **Innovation:** Embracing new ideas and technology to stay ahead of change

REPORTING

This position reports to the Scholarships Operations Manager.

PRIMARY DUTIES

- Provide communications support to establish an Australia Awards Fellows program under guidance provided by DFAT
- Seek guidance from DFAT on priority themes, AAS negotiate with desks/Partner Governments and Post to include in the Policy document
- Draft Fellows policy document and website material to support establishing Fellows program
- Advertise round and manage application submission process. This includes servicing inquiries from institutions and program partners, also updating website material accordingly
- Review and advise eligible applications and report on application round
- Coordinate and package documents and scores from DFAT review process through Posts, thematic areas and an advisory group who endorse final assessment of successful applications
- Draft contracts (complete template) through SmartyGrants, generate the contract and send out to AHOs for signature. Forward signed agreements to be ratified by DFAT
- Ensure participants attached to successful fellowships have signed and returned the Fellows Acceptance of Award Letters, tax invoices and in some cases Vendor Creation Forms which we will need to add into AidWorks
- Issue grant funding, create PGPA Section 23 financial approval agreements, certify payments in AidWorks to pay for invoices
- Maintain and review Fellowships filing records
- Monitor the submission of Activity Completion Reports and the Fellows Completion Survey
- Review, approve, monitor and assist acquittal of grant funding through SmartyGrants. Acquittals are the responsibility of the Australian Host Organisation and submitted for review
- Monitor process lifecycle
- Report upon conclusion of each overarching fellowship activity
- Maintain lessons learnt register, provided to DFAT upon request
- Continuous improvement

KNOWLEDGE, SKILLS & EXPERIENCE

- Self-motivated with a demonstrated enthusiastic approach to day-to-day business operations;
- Highly detail oriented, ensuring accurate inputting of information;
- Strong organisational skills and time management skills;
- Excellent communication skills and an approachable demeanour;
- Positive approach to a continual changing work environment;
- Strong client focus and desire to be a part of a service organization;
- Ability to operate in a highly ethical manner in accordance with Australian and State Government contractual requirements, client expectations of high standards and BUSY's high quality and performance oriented culture;
- Ability to undertake training as and when required by BUSY;
- Positive approach to continuous improvement;
- Desire to be part of a growing, high achieving, successful service organisation

QUALIFICATIONS/REQUIREMENTS

This Position Description is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

I have read and understood the duties and responsibilities required of me in this role.



Employee Signature: _____ Date: _____