

Position title: Administrative Assistant

Line manager: LEA Executive Director
Classification: Lutheran Schools Officer Grade 4 – Lutheran Schools SA agreement
Working arrangement: 1.0FTE permanent
Date: 8 May 2023

ABOUT LUTHERAN EDUCATION AUSTRALIA

In Lutheran education, our desire is to see every person thrive in their work and life. Staff bring their gifts, abilities, skills and talents to fruition seeking excellence, striving always to do their best, giving careful attention to every task, every relationship, every interaction. They ensure that their input and efforts result in quality outcomes that, in turn, lead to the successful use of their gifts, abilities, skills and talents for the benefit of others.

Lutheran Education Australia (LEA) is committed to the mission and ministry of the Lutheran Church of Australia and New Zealand (LCA/NZ) through supporting quality education in which the gospel of Jesus Christ informs all learning and teaching, all human relationships and all activities.

Over 42,000 students receive their education in 78 Lutheran schools throughout Australia (except the ACT). In addition, it is estimated that over 4,000 children are educated and cared for in 58 Lutheran early childhood services around the nation. Although independently operated, Lutheran schools belong to regional systems, and, together with early childhood centres are linked and supported through regional and national offices. Lutheran Education Australia is part of a major network of schooling worldwide.

LEA is the LCA/NZ's agency responsible for the overall strategic direction, identity and policies of the schools and early childhood services of the Lutheran church. The LEA office is part of the LCA/NZ churchwide office community in North Adelaide working in partnership with other departments and agencies of the church.

Lutheran education recognises that each person is uniquely gifted. We are committed to creating a diverse and inclusive workplace. This role is open to experienced candidates seeking a discussion around workplace flexibility. We especially welcome applications from Aboriginal and Torres Strait Islander peoples, people with disability, and refugees and asylum seekers.

OBJECTIVES OF THE POSITION

Reporting to the Executive Director, the Administrative Assistant provides support services in administrative matters to the Lutheran Education Australia office and community members to meet the objectives and responsibilities of the office in a timely, competent, pastoral, and professional manner. This position is an important interface between LEA and the broader Lutheran education, church and external community nationally and internationally, requiring regular professional engagement with a diverse range of stakeholders.

KEY POSITION RESPONSIBILITIES

The Administrative Assistant, working directly with the Executive Director and in collaboration with the LEA leadership team, is accountable for:

1. Directing stakeholders to the appropriate information, resources and channels in a manner that maintains a positive experience and ongoing relationships.
2. Responding to enquiries, needs, concerns and suggestions in a timely manner to improve and maintain quality of service.
3. Providing advice to the LEA leadership on the development and implementation of a broad range of strategies, policies and procedures.
4. Assisting with the preparation and compilation of diverse and complex reports, presentations and management papers.
5. Providing administrative support to the board, committees and working groups.
6. As part of a small, agile and adaptable team, sharing the responsibility for the administrative functions of the LEA office.
7. Establishing effective working relationships with the LEA team and other staff in the LCA Churchwide office, districts, regions, schools and early childhood services.
8. Any other responsibilities in line with the level of the role as assigned by the Executive Director.

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KEY POSITION CAPABILITIES AND SKILLS

Essential

1. Willingness to work within the Lutheran Church of Australia Churchwide office and actively demonstrate an empathy and understanding for the needs of the church and its schools and early childhood services.
2. High-level written communication skills, including the capacity to respond to enquiries autonomously, draft correspondence and assist with or prepare and compile high quality reports.
3. High-level verbal communication and interpersonal skills with capacity to cooperate and communicate effectively with people at all levels and across organisations.
4. Effectiveness in being part of a team of service-oriented professionals to deliver high quality services.
5. Well organised including the ability to be adaptable, prioritise and work to deadlines.
6. Ability to accurately perform routine financial procedures.
7. Competent MS office skills and proficiency in relevant business computer systems.

Desirable

1. Experience working in contexts relevant to early childhood and school education, especially within the Lutheran context
2. Personal literacy and numeracy skills in the top 30% of the Australian population

GENERAL TERMS OF APPOINTMENT

- An understanding of, respect and demonstrable support for LEA's Christian ethos.
- Able and willing to work in the environment of the LCA/NZ and understand the needs of Lutheran schools and early childhood services.
- Uphold LEA's commitment to ensuring the health, safety and welfare of all children who engage with the Church and its agencies. Take all reasonable measures to nurture children and protect them from harm and ensure compliance with all legislative requirements for the prevention of harm to children including maintaining a current Working With Children Check.
- Uphold the LCA/NZ Standards of Ethical Behaviour and Valuing Safe Communities standards.
- Abide by LCA/NZ and LEA policies and comply with accreditation requirements and procedures as applicable.
- Observe and comply with the LCA/NZ and LEA Work, Health & Welfare policies and procedures.
- Maintain the right to work in Australia.
- Reflect on and plan for personal and professional growth in alignment with Growing deep, LEA's leadership and formation framework. growingdeep.lutheran.edu.au
- Confidentiality regarding sensitive information is an essential requirement of the position

The position is based in the Lutheran Church of Australia and New Zealand Churchwide Office in North Adelaide, South Australia. All employees may be required to travel to different locations within Australia to fulfil the requirements of their position.

WHAT LEA OFFERS

- Being part of a small, agile and adaptable team serving a large national and international network
- Ongoing professional learning to encourage you to achieve excellence and develop your service capacity
- Opportunities for spirituality and faith nurture
- A culture of service to community
- A safe workplace
- Terms and conditions in alignment with the Lutheran Schools SA enterprise agreement