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| Anglican Church SQ logo RGB | **POSITION DESCRIPTION** |
| Position Title: | Administration Assistant | |
| **Department:** | Anglican Schools Commission  Anglican Church Southern Queensland | |
| **Location:** | Church House, 419 Ann Street, Brisbane | |
| **Direct Reports:** | Nil | |
| **Reports To:** | Executive Director - Anglican Schools Commission | |
| **Day to Day Management by:** | Manager System Compliance – Anglican Schools Commission | |
| **Date:** | November 2017 | |

**Position Purpose:**

The Administration Assistant provides high quality administration support to the management and staff of the Anglican Schools Commission. Working under the direction of the Manager of System Compliance while reporting directly to the Executive Director of the Anglican Schools Commission, the Administration Assistant is responsible for a range of daily and periodic administrative tasks.  These may include, along with other tasks, organising incoming and outgoing communications, office supply stock control, archiving, data entry, answering phone calls, event & project support and meeting preparation duties.

The successful applicant will demonstrate excellent oral and written communication skills with high level abilities in organising own work flow and ability to follow assigned tasks. The desired applicant will demonstrate the ability to learn new IT systems with support within short timeframes and identify areas for improvement. Previous administration & reception experience would be an advantage but not essential.

**Organisational Environment:**

Anglican Church Southern Queensland comprises 133 Parishes supporting the Anglican community across geographically diverse locations from the New South Wales border to Bundaberg and west to the Northern Territory and South Australian borders. The Anglican Diocese of Brisbane is a multi-faceted community services organisation with an annual turnover of more than $500 million and is organised into six Commissions overseen by a Diocesan Council:

* Community Services Commission
* Ministry Education Commission
* Parishes and Other Mission Agencies Commission
* Anglican Schools Commission
* Financial & Diocesan Services Commission

***Anglican Schools Commission:***

The purpose of the Anglican Schools Commission is to provide strategic direction and policy development to, and monitoring of, Anglican schools of the Anglican Church Southern Queensland.

The Anglican Schools Commission:

* Promotes and provides strategic directions for education in Anglican schools;
* Develops policies;
* Undertakes strategic research and planning and provides support to Anglican schools in these activities and consults widely in the development of strategies and policies;
* Supports Anglican schools in the Diocese, their school councils, principals and staff;
* Facilitates consultation and encourages communication and co-operation among Anglican schools, between Anglican schools and the Anglican Schools Commission and with other Agencies;
* Provides liaison between the Diocese and federal, state and local governments and other relevant education bodies and agencies on matters relating to education and on matters relating to the provision of government funds and resources for non-government schools;
* Monitors the operations and financial management of all Anglican schools of the Anglican Church Southern Queensland in order to achieve the optimum development of the schools within prudent risk management framework for the Diocese.

**Reporting Relationships:**

Administration Assistant reports to the Executive Director of the Anglican Schools Commission with day to day management occurring through the Manager System Compliance.

Positions that report to the Administration Assistant are: Nil

**Key Stakeholder Relationships:**

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| Internal: | External: |
| * ASC staff * Diocese administration officers | * Suppliers, Couriers * Visitors to ASC |

**Position Specific Requirements & Qualifications:**

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| Mandatory: | Desirable: |
| * Completion of Year 12 or equivalent * National Police Certificate (or ability to acquire) * Current driver’s license | * Work experience in an office environment * Knowledge of Confluence |

**Key Selection Criteria:**

1. Excellent oral and written communication skills.
2. An ability to work within a team environment with minimum supervision.
3. Demonstrated knowledge of spelling and grammar.
4. Demonstrated keyboard speed of at least 50wpm with 99% accuracy.
5. Well-developed IT skills in Microsoft Word and PowerPoint.
6. Excellent time management to organise work flow priorities
7. Interest in a career in administration.
8. Previous experience/interest in the not-for-profit sector.
9. Ability to work effectively, respectfully and collegially in team environment.
10. Flexibility to assist in office coverage of phones and mailbox emails.
11. A helpful and willing attitude to support an executive team.

**Key Accountabilities and Responsibilities:**

1. **Office administration**

**Responsibilities:**

* Open and distribute incoming mail and record significant correspondence
* Relief reception for the Cathedral
* Coordinate outgoing mail including courier bookings
* Coordinate ASC stationery requirements including ordering and organising supply cupboards.
* Monitor and maintain supplies of toner, express post envelopes, inter-office envelopes, forms, tea room supplies, etc.
* Keep meeting room and kitchen in good order.
* Assist with filing and archiving of documents as per corporate document retention policy.
* Assist with preparation for ASC meetings and events including room set up, tidying and catering, if required.
* Assist with basic accounting and data entry tasks including expense recording and invoice coding.
* Assist with preparation of high quality documents and presentations including formatting, photocopying, binding and scanning as required.
* Coordinate regular updates to ASC phone directory, contact lists and organisation chart.
* Other administrative tasks as directed by the Executive Director or Manager System Compliance.

1. **Communication**

**Responsibilities:**

* Proactively communicate with the Manager System Compliance to ensure management of priorities and any issues arising.
* Proactively liaise with other Precinct administration officers to ensure smooth functioning of the ASC office.
* Build effective working relationships with colleagues by actively participating in team meetings and events.

1. **Professional Development**

**Responsibilities:**

* Actively participate in approved internal and external training activities.

1. **Other Duties**

* Promote and uphold the values of the Anglican Schools Commission at all times.
* Participate in quality and process improvement activities relevant to the role, including project work to implement approved improvements.
* Undertake own work practices in a safe manner and comply with the instructions given for workplace health and safety within relevant Policies and Procedures.
* Do not, during or after employment, disclose information relating to clients and staff or damage the reputation, viability or profitability of the Anglican Church Southern Queensland.
* Your responsibilities also extend to any tasks outlined on a duties list, or any other tasks delegated to you by your manager/supervisor, provided that those new job requirements are safe, efficient, relevant, legal and within your abilities.
* Maintain a degree of flexibility in working hours from time to time as required for the position.
* Playing an active role in supporting the cleanliness and safety of the office.