

POSITION DESCRIPTION

POSITION TITLE:	Administration Assistant – Director Organisational Services
SECTION:	Organisational Services
REPORTS TO:	Directional Organisational Services
CLASSIFICATION:	Clerical & Administrative Officer – Level 4
AWARD:	Clerical & Administrative Employees’ Certified Agreement
LOCATION:	Townsville Catholic Education Office

OUR ORGANISATION

Townsville Catholic Education (TCE) supports 29 schools within the Diocese, located throughout a diverse region including urban and rural environments extending to Mount Isa to the west, Proserpine to the south and north to Ingham. TCE provides a diverse range of education choices including primary, secondary and Prep-to-Year 12. Each setting provides a high educational standard in a caring and a stimulating environment. The Diocese has a growing Indigenous education program and some of our schools offering both boarding and day-student facilities.

TCE employs in excess of 2,500 teaching, professional and ancillary/support employees to fulfil our mission of providing quality educational services through our Catholic school communities. A Catholic education involves much more than simply teaching the educational basics. It encourages students to embrace Catholic values and faith while providing them with an excellent education and diverse life experiences that will prepare them to be a contributing member of the community in their adult lives.

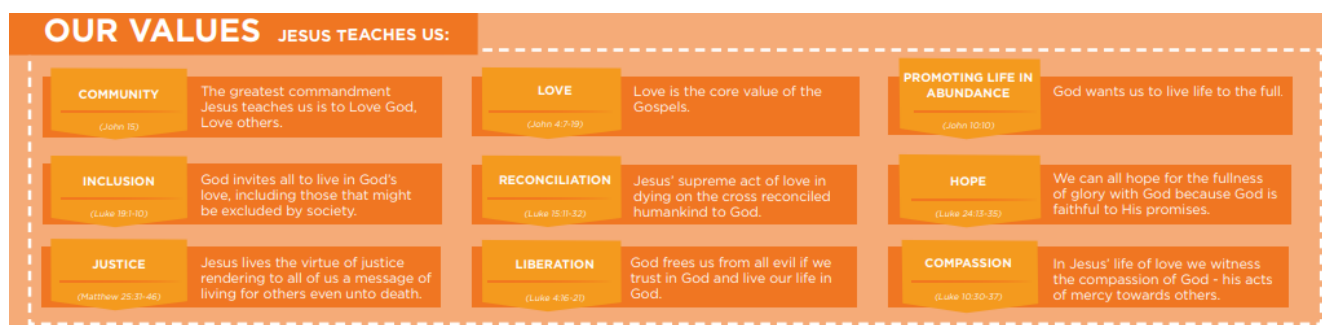
The proud reputation Catholic schools enjoy within the Diocese today is based on the strong tradition built by religious orders who found Catholic Education in the Townsville Diocese in 1872.

Please visit our website for additional information <https://www.tsv.catholic.edu.au/>

OUR SYSTEM VISION

“The promotion of the human person is the goal of the Catholic school”

THE CATHOLIC SCHOOL ON THE THRESHOLD OF THE THIRD MILLENNIUM, 1998



ABOUT THE ROLE

The Administrative Assistant Director Organisational Services is responsible for providing efficient, accurate and high quality secretarial/administrative and support services to the Director Organisational Services and the Student Protection team.

KEY ACCOUNTABILITIES

- Maintain a high degree of discretion and confidentiality in the performance of all duties
- Manage the Director Organisational Services and Student Protection Coordinator and Student Protection Officer's electronic diary by liaising with office, school and other personnel in the scheduling of appointments
- Coordinate travel/accommodation/car hire/conference bookings/vehicle services for the Director Organisational Services and Student Protection Team, and when required, other leaders within Organisational Services
- Coordinate the annual Townsville Catholic Education Office (TCEO)/school calendar and regularly update throughout the year. Ensure all information uploaded is accurate
- Attend to requests from schools and the general public including the screening of telephone calls and at times dealing with difficult situations
- Respond with sensitivity to human and interpersonal issues that arise in the conduct of the work of the office
- Work independently and proactively
- Provide timely and professional communication with external parties including the office of the Bishop, schools and other stakeholders
- Provide support and assistance to the Director Organisational Services and Student Protection Coordinator through the management of correspondence and other administrative duties including the daily processing of correspondence (mail and email), including confidential correspondence draft responses to correspondence and submissions as required.
- Provide support as required to other employees within TCEO
- Assist other office administration employees at peak times during the year
- Reception cover when required
- Monitor stationary requirements for the Director's Office and ensure timely returns
- Collect and record all mail items for the Director's office and in a timely and efficient manner
- Arrange catering for meetings, functions and conferences when required
- Maintain accurate and timely electronic and hardcopy records in a confidential manner and produce reports from the electronic data as required
- Conduct background research/investigation in relation to sensitive issues
- Prepare training material as required
- Ensure information produced and displayed for school access is current (including guidelines, handbook, google site, TCE Sharehub)
- Background work on web page and google site
- Administer all research applications received at TCEO
- Assist with the preparation of directorate budgets
- Secretariat to TCEO Standing Committees and other Committees as required. Liaise with Committee Chairs to Co-ordinate membership requirements – vacancies, nominations, goals as relates to Strategic Directions; yearly meeting dates etc; maintain member databases

- Coordinate files/meeting papers and other support documentation for upcoming meetings/events for the Director
- Follow up from QCEC and other external meetings
- Coordinate quarterly reporting from all departments within the Organisational Services Directorate
- Coordinate, as prescribed, the annual training for professional in schools (eg Safe Persons, Harassment Referral Officers)
- Assist other lead staff in Organisational Services Directorate occasionally as required, when agreed by the Director.

STATEMENT OF RESPONSIBILITY

The carriage of the role will always presume the role-holder's responsibility to act cognisant of, and in harmony with, the Mission and Purpose of Catholic Education and Catholic Education policies.

The employee will be expected to abide by the *Statement of Principles for Employment in Catholic schools*, the *Staff Code of Conduct* and other Diocesan guidelines.

Employees will maintain appropriate confidentiality, sensitivity and empathy in the execution and management of all matters.

Employees will demonstrate a willingness and acceptance to initiate and participate in relevant training and professional development opportunities.

Each employee is responsible for ensuring his/her health, safety and wellbeing and is expected to not willingly place at risk the health and safety of one's self or others.

Employees will:

- Adhere to Work Health and Safety instructions
- Promote a commitment to safe work practices
- Be familiar with workplace incident, hazard and accident reporting and emergency procedures
- Take reasonable action to avoid, eliminate or minimise risk and hazards
- Utilise personal protective equipment
- Participate in the development of a safe and healthy workplace
- Seek information and advice as necessary and comply with instructions.

ABOUT YOU

Experience

- Demonstrated knowledge and proficiency in all facets of secretarial/administrative assistant duties, working as part of a team and or autonomously
- Previous experience within an educational environment would be beneficial but not necessary.

Skills

- Knowledge in creation and maintaining databases, spreadsheets
- Ability to manage and update electronic diaries.

Attributes

- Ability to be a pro-active rather than re-active team player and work with minimal supervision

- Strong organisational and time management skills to prioritise workloads, meet deadlines and use initiative, flexibility to change when the need arises
- Well-developed communication and interpersonal skills with demonstrated ability to liaise with school and childcare employees, presenters, venue coordinators, caterers, tradespersons, contractors and other public
- Ability to assist with problems and emergency situation enquiries by phone
- Maintain a high degree of professionalism and confidentiality in all areas of work
- Ability to work under pressure and meet deadlines
- An ability to communicate with a range of employees across primary and secondary school settings
- A demonstrated ability to develop and sustain productive working relationships.

Mandatory Criteria/Professional Registration/Other

- Current Working with Children Suitability Card or eligibility to obtain same *
- Current Driver's Licence
- Ability to travel from time to time within the Catholic Diocese of Townsville
- Ability to perform the physical requirements of the role in a safe manner.

* The successful candidate will require a paid Blue Card before commencement as per the No Card, No Start policy developed by Queensland Government.

Desirable Criteria

- Cert IV in Business Administration is desirable, but not essential.

Some employees may be subject to pre-employment medical assessments during the selection process. Depending on the nature of the position, it may be necessary for successful applicants to be immunised against certain preventable diseases in order to minimise the risk of transmission.

HOW YOU WILL BE ASSESSED

How we do things is as important as what we do, therefore you will be assessed on your ability to use your experience, knowledge, skills and competencies confidentially with good judgement and wisdom.

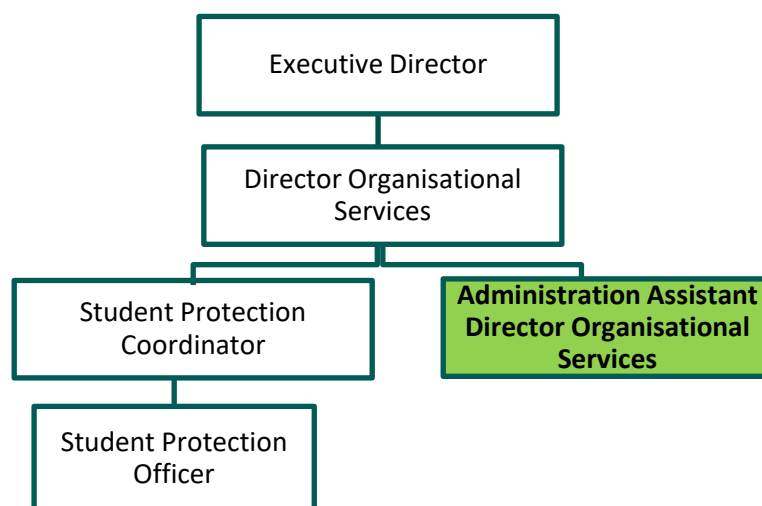
You will be assessed on your ability to demonstrate the following four capabilities – Personal, Professional, Relational and Organisational within context to the key accountabilities identified above.

Capabilities	
Personal	Professional – Knowledge and Understanding
Engages in self-reflection	Is aware and responsive
Gives witness to personal faith and commitment	Integrates a Catholic stance in area of responsibility
Displays a sense of self-efficacy and personal identity	Supports and engages change processes
Displays intuition as well as logic and reason	Demonstrates appropriate styles of decision making
Projects confidence, optimism and resilience	Inspires a collegial purpose and vision
Demonstrates honesty and integrity	Supports efficient and robust structures and systems
Demonstrates ethically responsible behaviours	Focuses on core outcomes and accountabilities
Is morally courageous	Engages in workplace learning and relevant professional development
Demonstrates a commitment to personal spiritual growth	Operates with a commitment to sound educational focus
Displays imagination and vision	Operates with a spirit of service and professionalism
Integrates work and personal life	Develops moral purpose
Engages with the Catholic culture	Demonstrates capacity to provide professional support
Is culturally sensitive	

Social and Interpersonal	Organisational
Is relationally adept	Gives priority to the Church's mission in education
Is emotionally mature	Engages in future thinking, aware of the big picture
Is guided by the spirit and teachings of the Gospel	Supports organisational capacity to respond to contemporary and future needs
Communicates with confidence	Avoids imposing old paradigms on new realities
Is authentically present	Supports a growth promoting workplace
Displays a trusting disposition	Exercises committed and ethical stewardship
Supports collaborative and productive working environments	Contributes to organisational sustainability
Engages in positive politics	Supports a sharing organisational culture that focuses energies and talents
	Operates in fidelity to Catholic social teaching and environmental responsibilities

REPORTING & OTHER RELATIONSHIPS

The Administrative Assistant Director Organisational Services is accountable in the first instance to the Director Organisational Services but also reports to the Student Protection Coordinator and Student Protection Officer. The Administrative Assistant Director Organisational Services consults and liaises with other TCEO personnel, Principals in schools, and other Diocesan staff/committees, where appropriate.



ACKNOWLEDGEMENT

I have read, understood and acknowledge the scope and responsibility of the position outlined in this position description.

Employee Name: _____

Signature: _____ **Date:** _____