

POSITION DESCRIPTION

POSITION TITLE:	Administration Assistant – Indigenous Education
SECTION:	Catholic Identity and Indigenous Education Services
REPORTS TO:	Indigenous Education Advisers
CLASSIFICATION:	Administrative Officer – Level 4
AWARD:	Townsville Catholic Education Office Enterprise Agreement 2019 – 2023
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 offer 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

OUR VALUES		JESUS TEACHES US:	
COMMUNITY (John 15)	The greatest commandment Jesus teaches us is to Love God, Love others.	LOVE (John 4:7-19)	Love is the core value of the Gospels.
PROMOTING LIFE IN ABUNDANCE (John 10:10)	God wants us to live life to the full.	RECONCILIATION (Luke 15:11-32)	Jesus' supreme act of love in dying on the cross reconciled humankind to God.
INCLUSION (Luke 19:1-10)	God invites all to live in God's love, including those that might be excluded by society.	HOPE (Luke 24:13-35)	We can all hope for the fullness of glory with God because God is faithful to His promises.
JUSTICE (Matthew 25:31-46)	Jesus lives the virtue of justice rendering to all of us a message of living for others even unto death.	LIBERATION (Luke 4:18-21)	God frees us from all evil if we trust in God and live our life in God.
		COMPASSION (Luke 10:30-37)	In Jesus' life of love we witness the compassion of God - his acts of mercy towards others.

ABOUT THE ROLE

Townsville Catholic Education Office (TCEO) provides a supportive, flexible working environment where care for the individual is an important part of our ethos. We employ motivated people who want to work together to produce excellent outcomes for our students. Our staff are recognised as being central to achieving our mission.

The Administration Assistant – Indigenous Education performs a full range of high quality secretarial and administrative support to the Indigenous Education Advisers and Indigenous Education Services Team including providing prompt, courteous and effective communication with internal and external stakeholders to ensure the smooth and functional delivery of services.

KEY ACCOUNTABILITIES

- Ability to work as a team member with a high level of autonomy to manage daily workloads and to contribute towards achieving the goals of Townsville Catholic Education
- Proficiency in providing quality, timely and efficient coordination of general administration support in a busy environment
- Well-developed written and oral communication skills with the ability to interact and negotiate with a broad range of stakeholders and members of the public and parish
- Proficiency utilising information systems (G Suite) and the ability to rapidly acquire demonstrated proficiency in the application of other information systems
- Liaise with IEAs to:
 - ⇒ maintain Indigenous Education Advisers' (IEA's) diaries, emails and messages
 - ⇒ arrange and manage IEA travel and accommodation bookings as required
 - ⇒ assist IEAs to prepare for professional development days, conferences and workshops
 - ⇒ arrange maintenance for TCEO cars including service bookings, repair and replacements
- Coordinate the necessary resources required for the efficient planning and running of meetings, Professional Development (PD) Days and events
- Prepare, manage and minute Indigenous Education Team and IEAC Team meetings
- Liaise with internal and external clients, organisations and Traditional Owners / Groups to obtain or provide information where appropriate
- Communicate with school personnel to arrange and manage school visits, meetings, events, bookings
- Work with minimal instruction and supervision
- Maintain a high degree of professionalism and confidentiality in all areas of work
- Attend appropriate training to maintain level of skill and keep up to date with emerging technologies
- Abide by the Statement of Principles for Employment in Catholic schools, the Staff Code of Conduct and other Diocesan guidelines
- Other duties as required within the scope of the role
- Order catering, set up and cleaning up before and after PDs at TCEO
- Organise distribution of information and resources as required to schools or community
- Produce booklets, activity sheets, flyers, schedules, charts using Google and Microsoft Suites
- Compose correspondence and produce letters and documents given in draft
- Maintain and update databases and online filing systems and run reports as required

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

- Provision of focussed and professional administrative and secretariat support at a high level
- Handling enquiries and responding with professionalism and sensitivity to requests for information and complaint management
- Interpersonal, communication and liaison skills with both internal and external stakeholders
- User of Google suite of applications and database administrations as well as Microsoft Office applications (particularly Excel and Word).
- Collaborating with teams and individuals
- Planning and preparing resources
- Think logically and use ingenuity to overcome difficulties and suggest/implement solutions
- Ability to operate with a high degree of discretion and confidentiality in the performance of all duties.

Knowledge

- Conference and event organisation and associated protocols including catering and travel logistics
- Modern office practices and procedures
- Strong organisational and time management skills to prioritise workloads, meet deadlines and flexibility to change when the need arises

Attributes

- Demonstrated ability to work under pressure and manage multiple tasks
- Supports productive relationships with a demonstrated ability to work as part of a team and independently

- Ability to organise work, manage own time to meet deadlines and be adaptable in response to changing priorities
- High level of attention to detail and recognition of the importance of accuracy in all aspects of the work
- Ability to show initiative, flexibility, solve problems and contribute to process improvement in a complex environment.
- Well-developed and demonstrated communication and interpersonal skills

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.

*In line with Diocesan policy, it is a requirement that all Workers in the Diocese of Townsville (agencies and parishes) confirm they have received two doses of the COVID-19 vaccination or have a valid health exemption by 17 December 2021. **Please note that this policy and process is not applicable to workers who work in schools operated by Townsville Catholic Education.***

Desirable Criteria

- Certificate III or higher in Business Administration or equivalent

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.

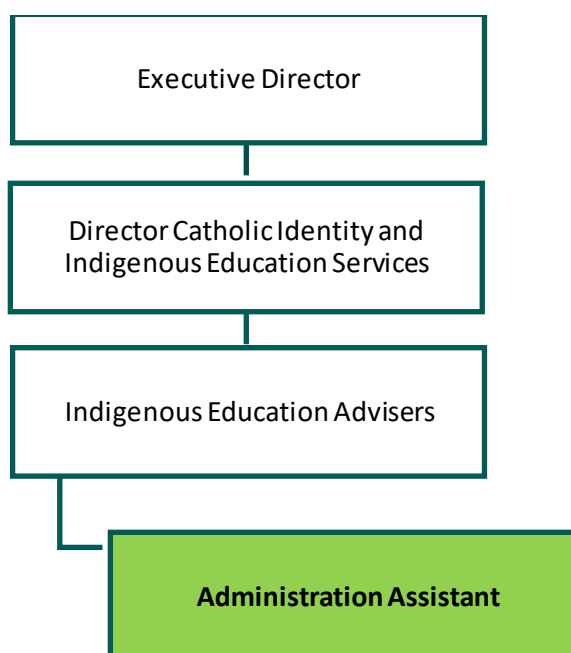
You will be assessed on your ability to demonstrate the following four capabilities – Personal, Professional, Relational and Organisational within context to the key accountabilities identified above.

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 Administration Assistant – Indigenous Education is accountable in the first instance to the Indigenous Education Advisers and then to the Director Catholic Identity and Indigenous Education Services. The Administration Assistant – Indigenous Education 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:** _____