

# POSITION DESCRIPTION

<b>POSITION TITLE:</b>	<b>Administration Officer - Marketing, Communications and Governance</b>
<b>SECTION:</b>	<b>Executive Director's Office</b>
<b>REPORTS TO:</b>	<b>Manager of Marketing and Communications Manager of Enterprise Governance and Projects</b>
<b>CLASSIFICATION:</b>	<b>Administration Officer Level 4</b>
<b>AWARD:</b>	<b>Clerical &amp; Administrative Employees' Certified Agreement</b>
<b>LOCATION:</b>	<b>Townsville Catholic Education Office</b>

## 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

OUR VALUES		JESUS TEACHES US:	
<b>COMMUNITY</b> (John 13)	The greatest commandment Jesus teaches us is to Love God, Love others.	<b>LOVE</b> (John 4:7-19)	Love is the core value of the Gospels.
<b>PROMOTING LIFE IN ABUNDANCE</b> (John 10:10)	God wants us to live life to the full.	<b>RECONCILIATION</b> (Luke 15:11-32)	Jesus' supreme act of love in dying on the cross reconciled humankind to God.
<b>INCLUSION</b> (Luke 19:1-10)	God invites all to live in God's love, including those that might be excluded by society.	<b>HOPE</b> (Luke 24:17-35)	We can all hope for the fullness of glory with God because God is faithful to His promises.
<b>JUSTICE</b> (Matthew 23:23-26)	Jesus lives the virtue of justice rendering to all of us a message of living for others even unto death.	<b>LIBERATION</b> (Luke 4:18-21)	God frees us from all evil if we trust in God and live our life in God.
		<b>COMPASSION</b> (Luke 10:30-37)	In Jesus' life of love we witness the compassion of God - his acts of mercy towards others.

## ABOUT THE ROLE

The role holder contributes to the achievement of TCE's goals in the areas of marketing, communications and governance by providing operational and administrative support to enable the implementation, monitoring and evaluation of plans and projects in these areas. This support includes liaison with staff and key stakeholders, developing written and multimedia content, and project support.

The position also contributes to and supports a positive teamwork environment and communication between the Manager of Marketing and Communications, the Manager of Enterprise Governance, the Marketing and Communications Coordinator, the Administration Officer to the Executive Director and the Executive Director.

## KEY ACCOUNTABILITIES

The role of the Administration Officer - Marketing, Communications and Governance is to:

- Provide administrative support to the Manager of Marketing and Communications and the Manager of Enterprise Governance and Projects including the management of correspondence, developing documentation, providing financial management support, liaising with staff and external stakeholders, scheduling support, and hospitality.
- Make travel and accommodation bookings for the Manager of Enterprise Governance and Projects, the Manager of Marketing and Communications and the Marketing and Communications Coordinator.
- Assist in the Manager of Enterprise Governance and Projects and the Manager of Marketing and Communications in the preparation and proofing of internal and external publications.
- Assist the Manager of Marketing and Communications and the Manager of Enterprise Governance and Projects with planning and administration of special events and other projects.
- Coordinate the dissemination of governance and marketing material via electronic and physical e.g. channels under the supervision of the Manager of Enterprise Governance and Projects.
- Provide administrative support for governance related tasks including updating of policies and procedures.
- Provide administrative support for the development of school marketing activity plans under the supervision of the Manager, Marketing and Communications.
- Update and facilitate changes to social media sites and data on the Townsville Catholic Education Office (TCEO) website as required and ensure all changes on website from other parties correspond to the QA standard.
- Provide quality professional and confidential administrative support to the Office of the Executive Director and to other members of Director's team as required, including organising service awards and retirement gifts.

## 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 experience in an operational/administrative support position, preferably within a marketing or corporate services function, with the provision of focussed professional, administrative and secretariat support at a high level.
- Proven history of professional and confidential work ethic.
- Demonstrated experience of contemporary office procedures and practices with the ability to identify and implement improvements.
- Experience and proficiency in the use of Google and Microsoft Office Suites at an advanced level.

### Skills

- Understanding of the role of the Catholic Education, its profile in the community, and supporting governance framework.
- Multimedia content development skills and copywriting skills, or an ability to develop these skills in-role.
- Demonstrated customer-centric approach to service delivery.
- Demonstrated ability to work positively and productively in a team setting.
- Excellent communication skills (both oral and written).
- Ability to adapt to changing circumstances, embrace new ideas, show initiative, solve problems and contribute to process improvement.
- Ability to prioritise work and meet deadlines in a busy environment.

### Attributes

- Enthusiastic, energetic, flexible with a proactive attitude.
- Willingness to learn and develop in a supported environment.

### Mandatory Criteria/Professional Registration/Other

- Current Working with Children Suitability Card - The successful candidate will require a paid Blue Card before commencement as per the No Card, No Start policy developed by Queensland Government
- 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.

***It is a requirement of this role that you are fully vaccinated against COVID-19. Please note proof of vaccination (MyGov Medicare Vaccination Certificate or Medical Certificate) will be required as a pre-commencement document.***

### Desirable Criteria

- Certificate in Business Administration/Administration or equivalent.
- Previous experience in the education field would be considered advantageous.

*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.

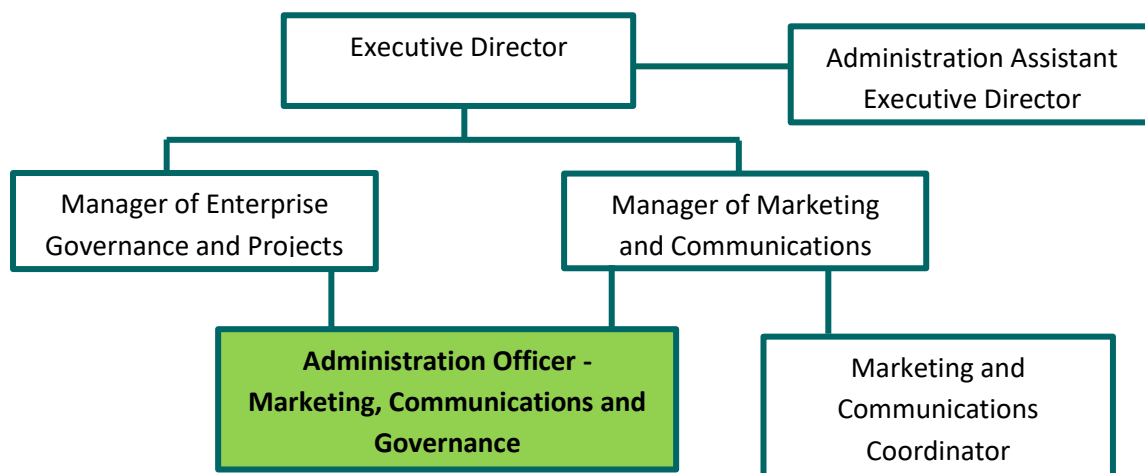
You will be assessed on your ability to demonstrate the following four capabilities – Personal, Professional, Relational and Organisational within context to the key accountabilities identified above.

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
	Supports and engages change processes
Displays a sense of self-efficacy and personal identity	Demonstrates appropriate styles of decision making
Displays intuition as well as logic and reason	Inspires a collegial purpose and vision
Projects confidence, optimism and resilience	Supports efficient and robust structures and systems
Demonstrates honesty and integrity	Focuses on core outcomes and accountabilities
Demonstrates ethically responsible behaviours	Engages in workplace learning and relevant professional development
Is morally courageous	Operates with a commitment to sound educational focus
Demonstrates a commitment to personal spiritual growth	Operates with a spirit of service and professionalism
Displays imagination and vision	Develops moral purpose
Integrates work and personal life	Demonstrates capacity to provide professional support
Engages with the Catholic culture	
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 Officer - Marketing, Communication and Governance is accountable to the Manager of Marketing and Communications and the Manager of Enterprise Governance and Projects, and then to the Executive Director, Townsville Catholic Education. The Administration Officer - Marketing, Communication and Governance works closely with other members of the Office of the Executive Director and consults broadly with leaders across TCEO, Principals and other school leaders, 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:**

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**Date:**

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