

POSITION DESCRIPTION

POSITION TITLE:	Administration Assistant
SECTION:	Information Technology and Services
REPORTS TO:	Senior Manager, Information Technology and Services
CLASSIFICATION:	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 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



ABOUT THE ROLE

The Administration Assistant provides administrative assistance to facilitate effective service delivery within the Information Technology & Services (ITS) team.

Working in the ITS team, as a member of the Resource Coordination team, the Administration Assistant runs and coordinates the day-to-day administrative tasks in ITS.

The Administration Assistant reports directly to the Senior Manager, Information Technology and Services as part of the Resource Coordination Team.

KEY ACCOUNTABILITIES

- Provide high level administrative support to the Senior Manager, Information Technology & Services
- Coordinate requests for information and documentation and act as first point of contact for general inquiries
- Effective customer-focused service within a confidential working 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 the parish
- Proficiency utilising information systems such as G Suite and the ability to rapidly acquire demonstrated proficiency in the application of other information systems
- Ability to work as a team member with a high level of autonomy to manage daily workloads across ITS Teams and to contribute towards achieving the goals of TCE
- Manage electronic diaries, including scheduling, negotiating appointments and meetings by liaising with TCEO, schools, and other parties in scheduling of appointments
- In consultation with the Senior Manager, Information Technology & Services coordinate professional development including the coordination of travel, accommodation, venue, catering and presenter bookings
- Coordinate fleet vehicle compliance and servicing requirements for the ITS team
- Complete purchase orders through the TCEO Tech One platform
- Provide timely and professional communication with internal & external parties including TCE Directorates, schools, venues, and other stakeholders
- Coordinate, maintain and store records (both electronic and hardcopy) in an accurate, timely, confidential manner, and produce reports from the electronic data as required
- Maintain a focus on quality systems and documents by reviewing, uploading new and revised documents to TCE Systems
- Secretariat support to ITS Committees and other Committees as reasonably instructed
- Liaise as necessary with other internal stakeholders within Townsville Catholic Education (TCE)
- Support the ITS team with generalist and administrative tasks including, but not limited to:
 - Preparation of internal reports and administrative support in preparing presentations
 - Assist other lead staff in ITS occasionally as required, when agreed by the Director.
- Contribute to the continuous improvement of information technology and services, and administrative capability within the organisation.
- Other duties as directed.

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

- Ability to show initiative, solve problems and contribute to process improvement
- Demonstrated experience in the areas of professional administrative support and the ability to maintain confidentiality.

Skills

- Has a clear understanding of effective conflict resolution skills and their application.

Attributes

- Possess excellent interpersonal and communication skills
- High level of attention to detail and recognition of the importance of accuracy in all aspects of work
- An ability to communicate with a range of staff across primary and secondary school settings
- Ability to develop and sustain productive working relationships.

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 or current registration with Queensland College of Teachers
- 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

- Relevant qualification would be well regarded
- Relevant industry experience in the education sector.

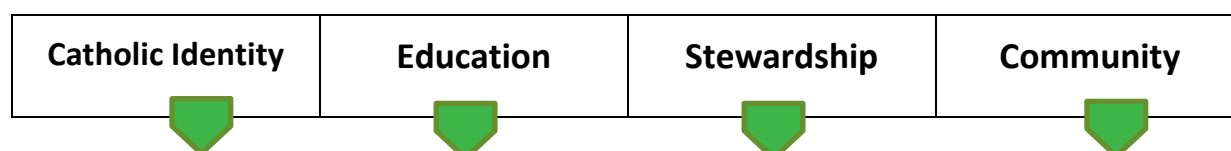
Some employees may be subject to pre-employment medical assessments during the selection process. Depending on the nature of the position, it may be necessary for successful applicants to be immunised against certain preventable diseases in order to minimise the risk of transmission.

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. You will be expected to integrate knowledge, skills and attitudes within scope of the TCE Leadership Domains of: Catholic Identity, Education, Stewardship and Community in line with the Strategic Direction, Vision and Values.

Identity and Ethos

Strategic Organisational Leadership Success

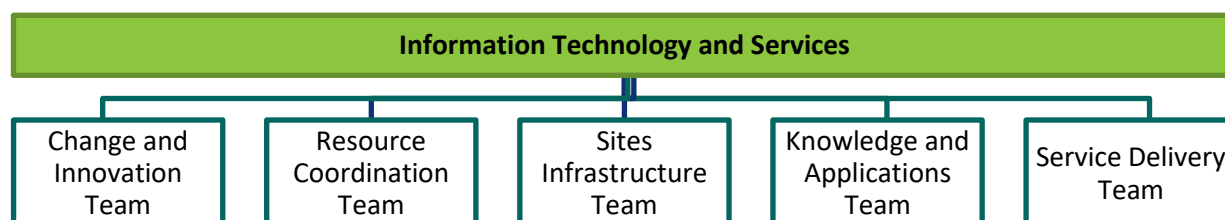
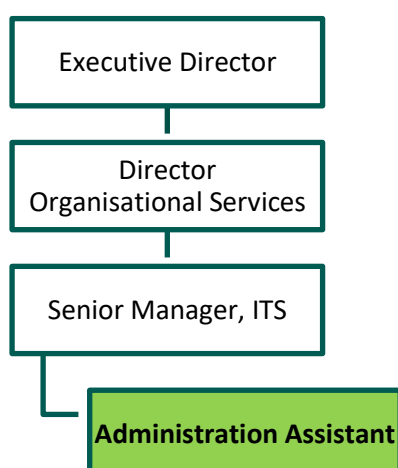


Capabilities	
Personal	Professional – Knowledge and Understanding
Engages in self-reflection	Is contextually aware and responsive
Gives witness to personal faith and commitment	Integrates a Catholic stance in area of responsibility
Demonstrates intellectual acuity	Shapes and implements change processes
Displays a sense of self-efficacy and personal identity	Demonstrates appropriate styles of decision making
Uses intuition as well as logic and reason	Inspires a collegial purpose and vision
Projects confidence, optimism and resilience	Develops efficient and robust structures and systems
Exemplifies 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 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 strategic and future thinking, aware of the big picture
Is guided by the spirit and teachings of the Gospel	Develops organisational capacity to respond to contemporary and future needs
Communicates with influence	Avoids imposing old paradigms on new realities
Is authentically present	Fosters a growth promoting workplace
Displays a trusting disposition	Exercises principled and ethical stewardship
Cultivates collaborative and productive working environments	Contributes to organisational sustainability
Engages in positive politics	Builds a sharing organisational culture that focuses energies and talents
Nurtures leadership capability in others	Operates in fidelity to Catholic social teaching and environmental responsibilities

REPORTING & OTHER RELATIONSHIPS

The Administration Assistant is accountable in the first instance to the Senior Manager, Information Technology and Services and then to the Director, Organisational Services. The Administration Assistant holder consults and liaises with other TCEO personnel, Principals in schools, and other Diocesan staff/committees, where appropriate.



ACKNOWLEDGEMENT

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

Employee Name: _____

Signature: _____ **Date:** _____