

# POSITION DESCRIPTION

<b>POSITION TITLE:</b>	<b>School Officer – Administration</b>
<b>SECTION:</b>	<b>School Officer</b>
<b>REPORTS TO:</b>	<b>The Principal</b>
<b>CLASSIFICATION:</b>	<b>School Officer – Level 4</b>
<b>AWARD:</b>	<b>Catholic Employing Authorities Single Enterprise Collective Agreement – Diocesan Schools of Queensland 2019 - 2023</b>
<b>LOCATION:</b>	<b>St Teresa's Catholic College, Abergowrie</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 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:	
<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 24:13-35)	We can all hope for the fullness of glory with God because God is faithful to His promises.
<b>JUSTICE</b> (Matthew 25:31-46)	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

St Teresa's College Abergowrie, is a Catholic secondary boys boarding college located in the Herbert River Valley, 38 kms from Ingham, situated on Warrgamay land. An inclusive community, embracing families from the Australian mainland and islands and international students from Papua New Guinea. Within the college more than 40 communities are represented and as many as 70 languages and dialects are spoken.

The primary responsibility of the School Officer – Administration is to provide timely and efficient coordination and administrative support to the Coordinator of the NIAA Targeted Funding. The School Officer - Administration performs a full range of secretarial and administrative support functions, including prompt, courteous and effective communication with internal and external stakeholders, to ensure the smooth and functional delivery of services. The role will be required to maintain a high degree of discretion and confidentiality in the performance of all duties and the ability to prioritise the work demands from the Coordinator of the NIAA funding to ensure deadlines are met.

## KEY ACCOUNTABILITIES

The School Officer - Administration will be highly organised and demonstrate a high attention to detail. Typical duties include but are not limited to:

- Provide high level administrative support to the Coordinator of the NIAA Targeted Funding.
- Effective customer-focused service within a confidential working environment
- 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 the directorates and to contribute towards achieving the goals of TCE
- Manage the teams electronic diaries, including scheduling, negotiating appointments and meetings by liaising with TCEO, schools, and other parties in scheduling of appointments
- Complete purchase orders through the TCEO Tech One platform including expenses claims from the Coordinator of the NIAA targeted Funding
- Support the Coordinator of the NIAA targeted Funding in preparing the yearly professional development budget for the directorate and other financial reporting requirements as directed
- Provide timely and professional communication with external parties
- 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 to quality systems and documents by reviewing, uploading new and revised documents to Sharehub (including guidelines, handbook, Google Workspace, TCE Sharehub, www. etc.)
- Secretariat support to the Coordinator of the NIAA targeted Funding and other Committees as reasonably instructed Liaise as necessary with other internal stakeholders within Townsville Catholic Education (TCE) Support the College leadership team with generalist and administrative tasks including, but not limited to: Preparation of internal reports.
- Any other office tasks as reasonably requested by the Principal and/or Senior Leadership Team.

## 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 corporate services function, with the provision of focussed professional, administrative and secretariat support at a high level
- Advanced knowledge of 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
- Demonstrated experience of contemporary office procedures and practices with the ability to identify and implement improvements.
- Demonstrated experience in a customer service role.

### Skills

- Demonstrated knowledge of meeting procedures, protocols and planning
- Conference and event organisation and associated protocols including catering and travel logistics
- Knowledge of record management systems.
- Ability to exercise discretion and judgement whilst achieving outcomes within time constraints.

### Attributes

- 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.
- Enthusiastic, energetic, flexible with a proactive attitude.

#### 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
- Minimum certificate level or higher qualification or equivalent relevant experience
- 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
- 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.

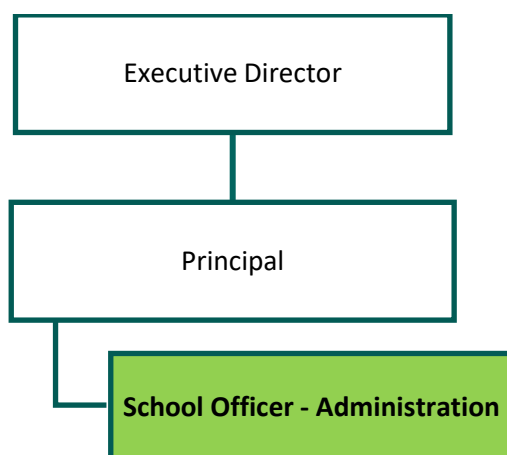
You will be assessed on your ability to demonstrate the following four capabilities – Personal, Professional, Relational and Organisational within context to the key accountabilities identified above.

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	
<b>Social and Interpersonal</b>	<b>Organisational</b>
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 School Officer – Administration is accountable in the first instance to the Principal. The School Officer – Administration 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:** \_\_\_\_\_