

POSITION DESCRIPTION

POSITION TITLE:	Administration Assistant
SECTION:	Learning and Teaching
REPORTS TO:	Director of Learning and Teaching
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 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 primary responsibility of the role is to provide timely and efficient coordination and administrative support to the three Curriculum Advisers who are members of the Townsville Catholic Education Office (TCEO) Service Teams and the Learning and Teaching Team. The Administrative Assistant 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 from the Curriculum Advisers.

The Administrative Assistant will require high level skills with the ability to prioritise the work demands from each of the Curriculum Advisers and ensure deadlines are met.

KEY ACCOUNTABILITIES

- Coordinate requests for information and documentation on behalf of the Curriculum Advisers, SLTAs and EYP Coordinator and act as a first point of contact for enquiries on behalf of the team where appropriate
- Manage the Curriculum Advisers, SLTAs and EYP Coordinator electronic diaries, including scheduling, negotiating appointments and meetings by liaising with TCEO, schools, and other parties in scheduling of appointments
- Coordinate travel requirements for the Curriculum Advisers, SLTAs and EYP Coordinator including flights, accommodation, car hire, and conference bookings
- Coordinate fleet vehicle compliance and servicing requirements for Curriculum Advisers' vehicles
- Coordinate the TCEO/School Calendar and regularly update throughout the year with a commitment to accuracy and compliance
- Coordinate the Learning and Teaching Network meetings, Graduate Teacher and Mentoring program meetings including booking flights and accommodation. This also includes preparation and distribution of the agenda and date claimer, preparation of professional learning resources, attendance sign in, registration of professional development in iChris, organising catering, set up and clean-up of the room and set up of media equipment, teleconferencing and video conferencing
- Complete purchase orders through the TCEO Tech One platform including expenses claims from the Curriculum Advisers, SLTAs and EYP Coordinator
- Complete and submit requests for reimbursement and funding to QCEC when requested
- Support the Director - Learning and Teaching in preparing the yearly budget for the directorate and other financial reporting requirements as directed
- Provide timely and professional communication with external parties including the office of the Bishop, schools, venues, and other stakeholders
- Provide generalist administrative support to the Curriculum Advisers and Learning and Teaching Team including the management of incoming and outgoing mail and the monitoring and ordering of stationery and other resources
- Coordinate, maintain and store records (both electronic and hardcopy) in an accurate, timely, confidential manner, and produce reports from the electronic data as required
- Prepare professional learning resources as required for the Curriculum Advisers and Learning and Teaching team
- Ensure information produced and displayed for school access reflects accuracy and currency (including guidelines, handbook, Google Workspace, TCE Sharehub, www. etc.)

- Secretariat support to the Learning and Teaching Advisory Committees and other Committees as reasonably instructed
- Liaise with external personnel as required by the Curriculum Advisers, SLTAs and EYP Coordinator
- Other tasks as reasonably instructed. This role is part of the wider TCEO Administrative Team and as such there is a requirement to provide assistance to the reception function from time to time and the Learning and Teaching and Religious Education Teams.

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 with the provision of focussed and professional administrative, and secretariat support at a high level
- Previous experience handling enquiries and responding with professionalism and sensitivity to requests for information and complaint management
- Previous experience displaying professional and effective interpersonal, communication and liaison skills with both internal and external stakeholders.

Knowledge

- Conference and event organisation and associated protocols including catering and travel logistics
- Knowledge and ability to operate with a high degree of discretion and confidentiality in the performance of all duties
- Intermediate knowledge and proficiency in a variety of programs including online platforms such as G Suite, word processing, email management and the development of presentations.

Skills

- 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.

Mandatory Criteria/Professional Registration/Other

- Current Working with Children Suitability Card or eligibility to obtain same *
- Relevant Qualifications
- 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

- Certificate Business Administration or Office Studies
- 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.

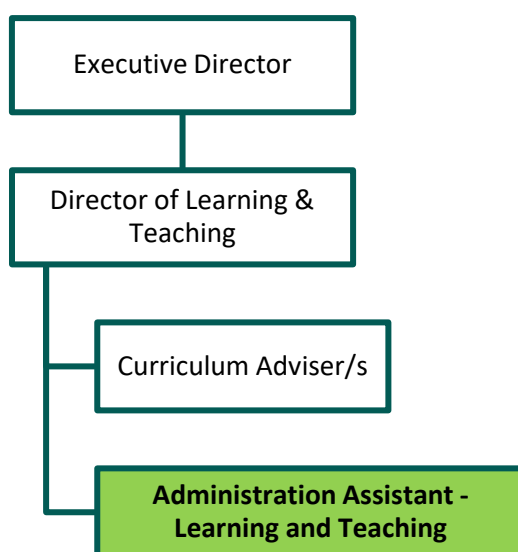
You will be assessed on your ability to demonstrate the following four capabilities – Personal, Professional, Relational and Organisational within context to the key accountabilities identified above.

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 Assistant is accountable to the Director of Learning and Teaching. The Administration Assistant 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: _____