

POSITION DESCRIPTION

POSITION TITLE:	Administration Assistant – Director Catholic Identity and Indigenous Education Services and Director Learning and Teaching
SECTION:	Catholic Identity and Indigenous Education/Learning and Teaching
REPORTS TO:	Director Catholic Identity and Indigenous Education Services and Director Learning and Teaching
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 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:

COMMUNITY

The greatest commandment Jesus teaches us is to Love God, Love others.

(John 13)

LOVE

Love is the core value of the Gospels.

(John 4:7-10)

PROMOTING LIFE IN ABUNDANCE

God wants us to live life to the full.

(John 10:10)

INCLUSION

God invites all to live in God's love, including those that might be excluded by society.

(Luke 15:1-10)

RECONCILIATION

Jesus' supreme act of love in dying on the cross reconciled humankind to God.

(Luke 15:11-32)

HOPE

We can all hope for the fullness of glory with God because God is faithful to His promises.

(Luke 24:15-35)

JUSTICE

Jesus lives the virtue of justice rendering to all of us a message of living for others even unto death.

(Matthew 23:39-40)

LIBERATION

God frees us from all evil if we trust in God and live our life in God.

(Luke 4:18-21)

COMPASSION

In Jesus' life of love we witness the compassion of God - his acts of mercy towards others.

(Luke 10:30-37)

ABOUT THE ROLE

The primary responsibility of the role is to provide timely and efficient coordination and administrative support to the Director of Catholic Identity and Indigenous Education Services and Director of Learning and Teaching. 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.

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 Director of Catholic Identity and Indigenous Education Services and Director of Learning and Teaching to ensure deadlines are met.

KEY ACCOUNTABILITIES

- Success in undertaking general administration duties in a busy environment across two directorates
- 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 the directorates and to contribute towards achieving the goals of TCE.

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
- Experienced user in Microsoft Office applications (particularly Excel and Word), Google applications and database administration.

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.

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.

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*
- Certificate Business Administration or Office Studies or equivalent relevant experience and / or education / training
- 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.

Desirable Criteria

- 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

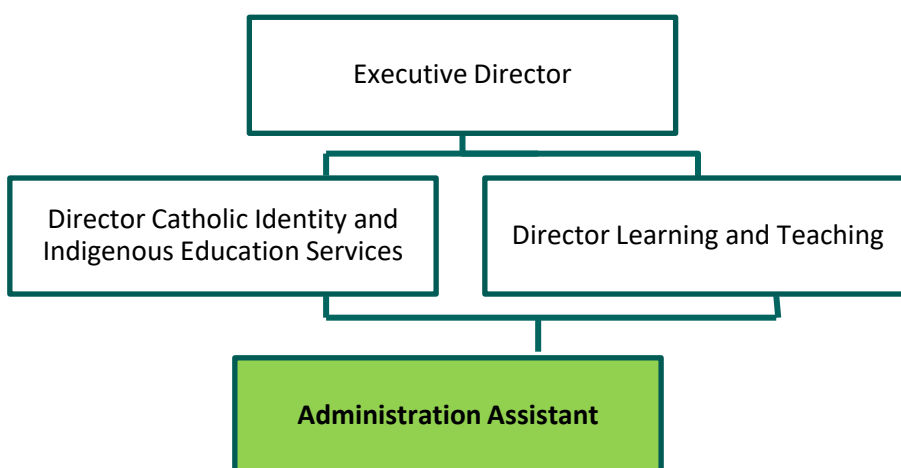
How we do things is as important as what we do, therefore you will be assessed on your ability to use your experience, knowledge, skills and competencies confidentially with good judgement and wisdom.

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

DUTY STATEMENT

- Manage the Director's electronic diary by liaising with office, school and other personnel in the scheduling of appointments
- Co-ordinate travel/accommodation/car hire/conference bookings/vehicle services for the two Directors
- Co-ordinate the annual TCEO/School Calendar and regularly update throughout the year, ensuring all information uploaded is accurate
- Attend to requests from schools and the general public including the screening of telephone calls and at times dealing with difficult situations
- Respond with sensitivity to human and interpersonal issues that arise in the conduct of the work of the office
- Provide timely and professional communication with external parties including the office of the Bishop, schools and other stakeholders
- Provide support and assistance to the Directors through the management of administrative duties
- Collect and record all mail items for each respective the Director's office in a timely and efficient manner
- Manage the daily processing of mail, email and confidential documentation including the drafting of responses to correspondence and submissions as required
- Maintain accurate and timely electronic and hardcopy records in a confidential manner and co-ordinate reports as required
- Prepare training material as required
- Ensure information produced and displayed for school access is current (including guidelines, handbook, google site, TCE Sharehub)
- Assist with the preparation of directorate budgets
- Secretariat to TCEO Standing Committees and other committees as required. Liaise with committee chairs to co-ordinate membership requirements – vacancies, nominations, goals as relates to Strategic Directions; yearly meeting dates etc; maintain member databases
- Co-ordinate files/meeting papers and other support documentation for upcoming meetings/events for the Director, including catering
- Other tasks as reasonably instructed. This role is part of the wider TCEO Administrative Team and there is a requirement to provide assistance to the reception function from time to time and the other teams as required.