

Role Description



POSITION TITLE:	Executive Assistant to the Executive Director
TEAM LEADER:	Executive Director
TEAM:	Executive Director Team
DATE:	April 2024
CLASSIFICATION:	CEO Administration Level 4

Organisational Tradition and Context

Diocese of Ballarat Catholic Education Limited (DOBCEL) is the governing authority for 58 DOBCEL Primary and Secondary schools and provides support to a further 6 Diocesan Secondary Colleges across Western Victoria from the Murray to the sea.

At the heart of Catholic Education in the Diocese of Ballarat our focus is on educating the whole person and the fullness of life for all. All positions at DOBCEL have the opportunity for a meaningful career, contributing positively to school communities and the lives of our future generations. Catholic Education Ballarat is committed to the safety, wellbeing and protection of all children and young people in its care. DOBCEL is an equal-opportunity employer. We value a diverse and inclusive workplace representative of the wider communities in which we operate.

Our Vision

As partners in Catholic education and open to God's presence, we pursue fullness of life for all.

Our Mission

We journey towards this vision through:

- proclaiming and witnessing the Good News of Jesus Christ;
- ensuring quality learning that promotes excellence and fosters the authentic human development of all;
- living justly in the world, in relationship with each other and in harmony with God's creation;
- exploring, deepening and expressing our Catholic identity in diverse ways;
- enabling each one of us to reflect more fully in the image of God.

Role Purpose

This role will provide high-quality executive administrative support for the Executive Director, and work collaboratively with key stakeholders, by handling a variety of complex, confidential, and tasks and projects. The primary purpose of the role is to enable the Executive Director to effectively and efficiently lead the organisation. This role is also responsible for the operational coordination of CEB administration staff across both the Ballarat and regional offices.

Key Responsibilities

It is not the intention of this role description to limit the scope or accountabilities of the position but to highlight the most important aspects. The accountabilities described may be periodically altered in accordance with changing organisational needs.

Executive support to the Executive Director of Catholic Education, including but not limited to:

Executive Director/Team

- provide exceptional executive administrative support to the Executive Director, including creation and management correspondence, reports, presentations, and other documentation;
- proactively manage the Executive Director's diary to optimise effectiveness, including the provision of daily and weekly overviews and developing systems with the Executive Director to ensure priorities are clear and managed;
- coordinate the organisation of meetings, and ensure that all relevant papers, such as agendas, minutes and briefing papers are provided on time.
- screen incoming calls and communication for any urgent action/response required, and monitor actions to conclusion;
- prioritise and coordinate documentation to and from the Directorate Team;
- coordinate and reconcile invoices and expenses for the Executive Director, in compliance with relevant policies and standards.

Planning and implementation

- provide administrative and support functions to the Board and Board Committees as required including preparation, and distribution of agendas, minutes and associated papers;
- research, collate and analyse data and other information to prepare reports and documents;
- coordinate all aspects of international and domestic travel arrangements for the Executive Team, including flights, taxis, accommodation and visas;
- manage logistics for Board meetings, Team meetings, workshops, events and functions, including catering, as required by the Executive Director.

Stakeholders

- develop strong relationships with all stakeholders, and collaborate with others to provide effective partnering;
- Act as a liaison between executives, the board and stakeholders.

Other

- demonstrate high quality and consistent professionalism in all aspects of the role, maintaining discretion and confidentiality at all times;
- travel for Diocesan meetings and conferences, as directed by the Executive Director or their delegate,, as required.

Management and supervision of administrative support employees across CEB offices:

- as the Team Leader, coordinate the operational function of administration staff based at Catholic Education Ballarat and regional offices;
- ensure administration support provided meets the needs of the organisation, for example, maintenance, supply orders and internal event coordination;

- provide mentoring and professional development for administration staff, as identified during review periods;
- lead the establishment and implementation of relevant operating procedures, systems and processes for the administration function.

Skills and Capabilities

To be successful in this role the employee needs to have the following skills and capabilities:

- demonstrated ability and experience in offering high level executive support, with the ability to adapt to executive working rhythms and nuances;
- ability to operate in a dynamic and evolving environment, navigating conflicting demands and priorities by multi-tasking to effectively meet deadlines;
- willingness to seek and respond effectively to feedback when provided;
- Approachable and accessible, and possess excellent problem solving abilities; Exceptional communication skills and ability to manage relationships at all levels;
- high standard of flexibility, initiative and ability to remain calm in pressured circumstances.

Essential Requirements

The following are requirements for this position:

- a commitment to work within and align to the DOBCEL Vision and Mission;
- extensive experience in high level administrative and/or executive assistant roles;
- advanced level of computer literacy including the Microsoft Office suite;
- advanced writing and proof-reading skills, with excellent attention to detail;
- demonstrated ability to operate as both an effective team leader and member;
- current Victorian or National Police Check;
- current Working with Children certification (employment version);
- current Victorian Driver’s Licence.

Responsibilities of all Catholic Education Ballarat Employees

Safeguarding of Children and Young People

All DOBCEL employees must:

- conduct themselves in accordance with the DOBCEL Safeguarding Children and Young People Code of Conduct and the CECV Commitment to Child Safety;
- take all appropriate action to reasonably protect children and young people, including being aware of all mandatory reporting obligations.

Health and Safety

DOBCEL is committed to providing a work environment that is safe and free of risks to health.

To achieve this all employees must:

- take reasonable care for their own health and safety and the safety of others;
- provide all relevant information regarding any medical condition that may require Emergency Services to be called; or that could impact on their ability to perform their duties;

- not 'intentionally or recklessly interfere with or misuse' anything provided at the workplace;
- report all hazards and incidents as required.

Partnering and Communication

All employees have a responsibility to demonstrate positive and effective communication.

To achieve this all employees must:

- promote a culture of partnering and collaboration;
- ensure appropriate and professional language is demonstrated in every interaction;
- provide timely support to maintain teamwork;
- maintain effective and professional relationships with all internal and external stakeholders.

Performance and Professional Development

All employees have a responsibility to undertake continuous professional development.

To achieve this all employees must:

- participate in regular team meetings as required;
- develop individual action and development plans, aligned to organisational and role priorities;
- participate in performance review processes as required;
- complete all mandatory training required as an employee of DOBCEL;
- comply with all expected professional expectations and codes of conduct as outlined by DOBCEL or the relevant regulatory and professional body;
- continuously update knowledge appropriate to the role.

Policy

- All employees are expected to comply with and demonstrate a positive commitment toward upholding all DOBCEL policies, procedures, and work instructions.