

Role Description

DIOCESE
OF
BALLARAT
CATHOLIC
EDUCATION
LIMITED



CATHOLIC EDUCATION BALLARAT

POSITION TITLE:	Executive Assistant to the Executive Director
TEAM LEADER:	Executive Director of Catholic Education
TEAM:	Executive Director Team
DATE:	February 2022

Organisational Tradition and Context

Diocese of Ballarat Catholic Education Limited (DOBCEL) is a company limited by guarantee, created to govern 58 schools located across Western Victoria. DOBCEL and its administrative arm, Catholic Education Ballarat (CEB) work together to support the leadership of all Catholic Primary and Secondary schools, to promote Catholic identity, to deliver quality learning, provide effective stewardship and nurture respectful and trusting relationships with the community.

The Executive Director of Catholic Education Ballarat acts with a delegation from the Bishop of Ballarat to organise, administer, support and service all matters related to DOBCEL Schools and Catholic Education Ballarat.

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 executive administrative 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:

- demonstrate high quality and consistent professionalism in all aspects of the role, maintaining discretion and confidentiality at all times;
- develop strong relationships with all stakeholders, including Board members, CEB Leadership and visitors to CEB, and collaborate with others to provide effective partnering;
- provide exceptional end-to-end executive administrative support to the Executive Director, including creation and management of documentation such as correspondence, reports and presentations;
- proactively manage the Executive Director's diary to optimise effectiveness, including the provision of daily and weekly overviews;
- developing systems with the Executive Director to ensure priorities are managed, for example, flags to indicate importance;
- coordinate meetings, prioritise demands, delegate or redirect enquires, and ensure professional meeting preparation;
- prepare, format and distribute agendas and associated papers for Board meetings, Board sub-committees, Team meetings, and various other meetings, and maintain associated organisational records for meetings;
- screen incoming calls, emails and other communications for any urgent action/response required, and monitor actions to conclusion;
- prioritise and coordinate documentation to and from the Executive Team;
- 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;
- coordinate initial applications to conduct research in schools, and advise applicants of outcomes;
- process invoices and expenses for the Executive Director, in compliance with relevant policies and standards;
- other duties as required by the Executive Director.

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;
- address any performance related concerns regarding administration staff, in consultation with HR, as appropriate;
- lead the establishment and implementation of relevant organisational policies, systems and processes for the administration function.

Skills, Capabilities and Key Selection Criteria

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 a focus on proactively managing the day-to-day demands on the Executive Director;
- ability to navigate conflicting demands and priorities, multi-tasking effectively to meet deadlines;
- willingness to seek and respond effectively to feedback when provided;
- demonstrated ability to problem-solve and improve systems;
- 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 in the Microsoft Office suite;
- advanced writing and proof-reading skills, with a high level and consistent 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.