

POSITION DESCRIPTION

GENERAL SECRETARIAT

POSITION TITLE	: Executive Assistant to the General Secretary
REMUNERATION SCALE	: Grade 4
REPORTS TO	: General Secretary
FULL TIME EQUIVALENT	: 1.00 FTE Ongoing
HOURS PER WEEK	: Thirty seven and one half (37.5)
LOCATION	: Braddon, Australian Capital Territory
AUTHORISED BY	: President, Permanent Committee
DATE	: 13 th of December 2022

Primary Objectives

The Executive Assistant to the General Secretary primarily supports the General Secretary with managing their workload by providing a high level of organisation of their diary and travel needs as well as monitoring the activities of the Bishops Conference, its agencies and other related organisations, to ensure the Secretariat realises its mandated responsibilities of administering the work of the Australian Catholic Bishops Conference.

Major Accountabilities

Provide executive support to the General Secretary, including maintenance of a diary, preparation of an annual General Secretariat calendar, maintenance of a record of current and completed projects and tasks, and travel and accommodation bookings.

Monitor and report on the key activities and issues being discussed by the various Bishops Commissions, to ensure that all items to be actioned by the General Secretary are being dealt with in a timely manner.

Administer all incoming correspondence to the General Secretary and, where required, draft responses for the approval of the General Secretary

Draft meeting agendas; prepare meeting papers; publish meeting minutes as approved

Collate information from a range of sources to assist the General Secretary to draft reports and discussion papers

Provide secretariat support to the Plenary meeting, including booking accommodation and travel, preparing papers and collating minutes and other reports

Organisational Environment

The Permanent Committee keeps itself informed of the activity of the Church and its agencies in: the management of the various corporate entities of the Australian Catholic Bishops Conference, namely: The Australian Episcopal Conference of the Roman Catholic Church; Catholic Resources Limited; Catholic Resources Trust; and CDPF

Australian Catholic Bishops Conference

Limited; the supervision of the National Centre for Pastoral Research; the supervision of the Media and Communications Department; the Policy and Research Department and the Research Reference Group.

The General Secretariat is mandated by the Australian Catholic Bishops Conference to provide executive support to the Permanent Committee, as well as provide back office services to small to medium size Conference agencies and provide a coordination role of agency activities on behalf of Bishops Commissions.

The Executive Assistant to the General Secretary is accountable to the General Secretary for the key accountabilities of this position.

Risk and Work Health and Safety

Observe safe work practices in accordance with training and instruction given and report any risk to your immediate supervisor. Risks arising in the workplace may be financial, site, task or person specific or related to safety.

Comply with ACBC corporate work health and safety practices

Identify, report and where appropriate, action risks/hazards in order to eliminate or mitigate against the risk recurring.

Participate in the consultative processes provided by the organisation.

Key Communications

Members of the Conference and their Personal Assistants: to ensure that correspondence and communication between them and the General Secretariat is maximised

Suppliers: to ensure travel and accommodation bookings are arranged in a timely manner to support the efficient operations of the General Secretariat

Members of Staff: to ensure that executive tasks are completed in an accurate and timely manner

External organisations: to seek information into issues as required

Accountability (Independence and Influence)

The Executive Assistant to the General Secretary will make all decisions that fall within established policies and procedures.

The Executive Assistant to the General Secretary will consult with the General Secretary before making decisions that are outside established policies and procedures.

The Executive Assistant to the General Secretary will refer all decisions to the General Secretary that are outside established policies and procedures and beyond the scope of the position.

Job Environment

The Executive Assistant to the General Secretary will work within defined processes and standard procedures. A range of varied techniques, systems, methods and processes are available to perform the work. The position is expected to apply the relevant professional standards in all work carried out.

Reasoning

The position is required to apply existing procedures and guidelines to understand and discriminate between alternative courses of actions. Operating policies usually determine the most suitable or appropriate course of action. Guidance is available to make decisions.

Challenges

The Executive Assistant to the General Secretary will be challenged by the need to monitor, provide information and carry out research on a wide range of issues and to provide this information to the General Secretary in a timely manner.

Knowledge, Skills and Experience

A tertiary qualification in a relevant field or a minimum of five years of experience in a similar position

Proven experience in a broad range of office duties and administration assistance, with strong experience in working in a small team without close supervision

Ability to analyse problems and formulate solutions in relation to executive systems and procedures

Demonstrated experience in the Microsoft Windows operating environment and the Microsoft Office applications software

Excellent electronic, oral and written communication skills

An understanding of and willingness to work within the mission and identity of the Catholic Church

Position Impact

The Executive Assistant to the General Secretary does not supervise another position and does not administer a budget.