



POSITION DESCRIPTION

POSITION TITLE:	Executive Assistant to the Bishop
REMUNERATION SCALE:	Diocesan Level 4
REPORTS TO:	Bishop of Sandhurst
FULL TIME EQUIVALENT:	1 FTE
HOURS PER WEEK:	37.5
LOCATION:	Chancery Office
AUTHORISED BY:	Bishop of Sandhurst
Date	February 2023

Primary Objectives

To provide comprehensive administrative support to the Bishop of Sandhurst.

Major Accountabilities

- Provide high level confidential administrative and secretarial support to the Bishop including the management of his appointment diary and travel arrangements.
- Maintain an efficient, effective, and workable diary in consultation with the Bishop for appointments, functions, pastoral attendances, conferences, travel and free time.
- Attend to all relevant correspondence and communications in a timely and effective manner.
- Triage incoming correspondence and enquiries to the Office of the Bishop and progress each matter to an appropriate point as required.
- Maintain an efficient and effective record-keeping system for the Office of the Bishop and maintain appropriate records for the Office of the Bishop as required, in both digital and paper format.
- Maintain a high level of confidentiality in all dealings for the Office of the Bishop.
- Arrange, or provide assistance with accommodation and transport requirements for the Bishop, visiting clergy, seminarians and overseas priests as required.
- Work in collaboration with the Director of Mission and Pastoral Life, the Business Manager and other diocesan leaders in relation to administrative, financial, and related matters as required.
- Co-ordinate the collation and distribution of papers for meetings and conferences the Bishop chairs or is responsible for, and ensure he has the appropriate documentation for meetings he attends.
- Deal with all matters in a timely manner.
- Coordinate and manage events for the Office of the Bishop including invitations, catering, venue, and accommodation as required.



THE CATHOLIC DIOCESE OF SANDHURST

- Assist the Bishop in managing his workflow, to ensure he is able to fulfil all his commitments.
- Prepare agenda papers and take meeting minutes as required, including for the Sandhurst Mission and Pastoral Council.
- Provide administrative assistance to the Director of Mission and Pastoral Life, depending on workload and availability.

Organisational Environment

The mission of the Diocese is to proclaim the Reign of God and continue the mission of Jesus, under the direction and inspiration of the Holy Spirit. The values of peace, forgiveness, justice, love and healing which Christ lived and modelled in his own ministry are the same values of the Diocesan community. The Diocese contributes to the life and mission of the Catholic community in Australia.

The Diocese is a child safe and equal employment opportunity employer. It has a zero-tolerance of any abuse to children; it encourages applications from Aboriginal and Torres Strait Islander peoples and people from culturally and/or linguistically diverse backgrounds.

The Executive Assistant reports directly to the Bishop of Sandhurst and will be based in the Chancery Office, with occasional meetings located in other parts of the Diocese. The Sandhurst Mission and Pastoral Council meets on Friday evenings and Saturdays three–four times each year.

Safety of Children and Vulnerable Adults

- Ensure compliance with the Catholic Diocese of Sandhurst commitment to best practice in the care and safety of children and vulnerable adults.
- Every person involved in the Catholic Church has a responsibility to understand the important and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all children is at the forefront of all they do and every decision they make.
- Understand the process for reporting allegations or concerns of possible abuse.

Risk and Occupational 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.
- Promote and implement occupational health and safety and risk mitigation processes within your workgroup.
- Comply with Diocesan occupational health and safety practices
- Identify, report and where appropriate, action risks/hazards in order to eliminate or mitigate the risk recurring.
- Participate in the consultative processes provided by the organisation.

Key Communications

Internal:



THE CATHOLIC DIOCESE OF SANDHURST

- Bishop of Sandhurst
- Director of Mission and Pastoral Life
- Clergy
- Business Manager
- Chancery staff / Volunteers

External:

- Bishops of other Dioceses
- Offices of other Bishops
- Government Offices and Civil Agencies
- Other Diocesan Agencies
- Clergy
- Parish staff
- Contractors
- Suppliers
- Volunteers

Accountability (Independence and Influence)

The Executive Assistant will make all decisions that fall within the scope of established policies and procedures for their role including:

- Determination of matters for the Bishop's attention and engagement.
- Front of house response to email, letter, and phone correspondence into the Office of the Bishop.

They will refer all decisions that are outside the scope of the position to the Bishop or other delegated officers of the Diocese as appropriate.

Job Environment

The Executive Assistant is accountable to the Bishop for the provision of administrative support pertaining to the Bishop's Office consistent with established procedures and guidelines.

Reasoning

- A strong personal commitment to Catholic teachings, faith, ethos, values and mission of the Catholic Church.
- Strong advocacy ability and inspired leadership coupled with sound interpersonal skills.
- Demonstrated commitment to service and a willingness to be accountable for performance.
- Attention to detail and a well-ordered approach to work.
- Initiative and follow-through.
- Excellent writing skills.
- Awareness of and a commitment to the wellbeing of diocesan staff.
- Professional manner and presentation.
- Able to keep very high levels of confidentiality.
- A personal sense of warmth and welcoming.

Challenges

The Executive Assistant assistant will be challenged to:



THE CATHOLIC DIOCESE OF SANDHURST

- Adhere to deadlines (e.g., timely completion and distribution of correspondence, ensure meeting rooms are ready for each booking, phone calls are answered promptly).
- Attention to detail (e.g., correspondence is free from spelling and grammatical errors, documents are filed as prescribed); and
- Ability to prioritise tasks and undertake a number of tasks simultaneously.

Knowledge, Skills and Experience

- An understanding of and commitment to the operations of the Catholic Church and a commitment to the identity and mission of the Diocese of Sandhurst.
- Demonstrated experience within a similar high level administrative position with a sound knowledge of administrative and secretarial systems, processes and procedures.
- Highly developed written and verbal communication skills.
- Demonstrated strong interpersonal skills with the ability to effectively build relationships with a large variety of stakeholders.
- Demonstrated ability to maintain high levels of confidentiality while exercising judgement, sensitivity and discretion.
- Highly developed word processing skills and a high degree of proficiency within the MS Office suite, in particular SharePoint, Word, Excel, and Outlook.
- A basic understanding of Catholic teaching on the nature of the Church, Sacraments, Liturgy and the Liturgical Year.
- A basic appreciation of the role of the Diocesan Bishop and functioning of a Diocese.
- Qualification within Business Administration or an equivalent field.
- A current unrestricted driver's licence.

Position Impact

The Executive Assistant provides a broad range of high level secretarial and administrative support services to assist the Bishop with the efficient and effective functioning of the Diocese, its Parishes, Departments and Agencies.

This role is required to liaise with internal and external stakeholders to provide efficient Executive Assistant services to the Bishop and staff. These include but are not limited to the Bishop, Vicar General, Episcopal Vicars, Executive Directors, Clergy, Parishes, and staff. It will also need to engage with national and international Church leaders and bodies, religious orders, government offices, and Church and civil agencies.

Criminal Screening and Working Rights

The successful candidate **MUST** provide:

1. a current **Police Record Check**, and
2. **Working with Children Check**, and
3. hold **valid Australian working rights**.



THE CATHOLIC DIOCESE OF SANDHURST

POSITION DESCRIPTION ACKNOWLEDGEMENT

I have received, reviewed, and fully understand the position description for the role as outlined above. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Name _____

Signature _____

Date ____/____/____
