

POSITION DESCRIPTION

GENERAL SECRETARIAT

POSITION TITLE	: Executive Secretary
	<ul style="list-style-type: none">• Bishops Commission for Social Justice, Mission and Service• Bishops Commission for Relations with Aboriginal and Torres Strait Islander Peoples
REMUNERATION SCALE	: Grade 6
REPORTS TO	: Deputy General Secretary Australian Catholic Bishops Conference
FULL TIME EQUIVALENT	: 1.0 FTE
HOURS PER WEEK	: 37.5
LOCATION	: Braddon, Australian Capital Territory
AUTHORISED BY	: President, Permanent Committee of the Australian Catholic Bishops Conference
DATE	: 1 November 2022

Primary Objectives

The Executive Secretary for Social Justice will provide secretariat support to the nominated bishops commissions that nationally address issues related to the mandates for those bishops commissions and its advisory bodies, which are:

- The Bishops Commissions for:
 - Social Justice, Mission and Service; and
 - Relations with Aboriginal and Torres Strait Islander Peoples.

The Executive Secretary will work in close collaboration with the other two full-time Canberra-based Executive Secretaries in the provision of this support, which is to cover absences and assist during times of increased activity.

Major Accountabilities

Uphold, in consultation with key stakeholders, the mandates and operating principles of the nominated bishops commissions and their advisory bodies, for the approval and adoption of the Australian Catholic Bishops Conference.

Provide secretariat support to the nominated bishops commissions through timely and relevant meeting agenda papers, reports and minutes.

Coordinate planning of the works of the nominated commissions in consultation with key stakeholders to ensure achievable work flows.

Manage the finances of the nominated bishops commissions by good stewardship of budget funds and by adhering to approved expenditure budgets.

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Develop and maintain effective working relationships with agencies of the Australian Catholic Bishops Conference and where applicable, external Catholic entities, that can contribute to the work of the nominated bishops commissions and their advisory bodies.

Undertake and manage projects that the bishops commission has approved from time to time.

Organisational Environment

Each of the nominated bishops commissions has a mandate approved by the Australian Catholic Bishops Conference to nationally address specific issues related to the particular focus of that Commission. A statement of these mandates can be found on the Australian Catholic Bishops Conference Internet site.

The Australian Catholic Bishops Conference has established the General Secretariat to provide administrative support to and undertake the work of each of the bishops commissions and their advisory bodies in accordance with their mandates, and to liaise with those advisory bodies of other bishops commission that have an advisory competency.

The Executive Secretary has the responsibility of providing secretariat support to the nominated bishops commissions.

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 the Conference's 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.

Safeguarding

To the extent that it applies to this position:

Comply with best practice for safeguarding of children and adults at risk in accordance with established laws, standards and organisation procedures.

Promote and implement safeguarding training (including induction and ongoing training), safeguarding practices and record-keeping within the agency.

Key Communications

The Chair and members of the nominated bishops commissions and advisory bodies: to maximise secretariat support and the conduct of projects as defined by the nominated bishops commissions

The Deputy General Secretary: for direction and advice as required

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The Chief Operating Officer and members of the Finance team : to ensure a cost effective and efficient provision of financial systems and controls, and executive and administrative support

The Canberra-based Executive Secretaries: to ensure a team approach to the efficient and effective provision of secretariat support to the nominated bishops commission

Other Australian Catholic Bishops Conference Agencies, Catholic advisory bodies and external organisations: to coordinate the provision of effective advice

Accountability (Independence and Influence)

The Executive Secretary will make all decisions about the day to day operations of the nominated bishops commissions that fall within established policies and procedures.

The Executive Secretary will consult with the Deputy General Secretary before making a decision about the operations of the nominated bishops commission and their advisory bodies that are outside established policies and procedures. The Executive Secretary will consult with other agency heads, particularly the Chief Operating Officer and the Media and Communications Director where decisions require their particular competencies.

The Executive Secretary will refer all decisions that would change the established structure of the nominated bishops commissions and their advisory bodies or that relate to the mandate of the nominated bishops commissions to the Chair of the nominated bishops commission.

Job Environment

The Executive Secretary, in consultation with the Chair of the nominated bishops commission, sets organisational objectives and determines policies and strategies which have a service-wide effect.

Reasoning

The Executive Secretary is required to make decisions that are aligned with the mandate of the nominated bishops commissions and reflect the work of associated advisory bodies. The Executive Secretary is required to present recommendations based on analysis, interpretation and evaluation of alternative courses of action.

Challenges

The Executive Secretary will be challenged by the need to both maintain and develop the operations of the nominated bishops commissions and their advisory bodies, while at the same time upholding the mandates of the nominated bishops commissions and their advisory bodies.

Knowledge, Skills and Experience

An understanding of and a commitment to promote the principles of Catholic Social Teaching and Gospel values within the workplace

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Strong awareness and understanding of the issues impacting the participation of the faithful in the life of the Church

Strong awareness and understanding of the political, social, demographic, theological and moral issues concerning the life and mission of the Church in Australia

Demonstrated experience in working independently with minimal supervision and in working within a defined expenditure budget

Demonstrated experience in successfully working collaboratively within large and small teams

Proven ability in planning, designing, leading and undertaking project work

Excellent electronic, oral and written communication skills, and demonstrated experience in the use of the Microsoft Windows operating environment and the Microsoft 365 software suite

Tertiary qualification or equivalent experience in a relevant discipline

An understanding of the Church structures, relationships and organisational attributes of pastoral life and ministry

Position Impact

The Executive Secretary is responsible for fixed assets in the order of \$100,000 and an annual budget in the order of \$1,000,000.

The General Secretariat will provide the Executive Secretary with administrative and executive support.