1. **POSITION DESCRIPTION**

Position Title: Executive Assistant

Department: Office of the Archbishop

Location: St. Patrick’s Centre, 486 Albert St, East Melbourne

Employment Status: Permanent, Full Time

Reports to: Chancellor of the Archdiocese; Chief of Staff to the Archbishop

Number of direct reports: nil

1. **POSITION PURPOSE**

The primary objective of the Executive Assistant to the Chancellor is to provide high level administrative and executive support to the Chancellor, with a focus on particular project work within the Office of the Archbishop.

This role is required to liaise with internal and external stakeholders, including the Archbishop, Auxiliary Bishops, Episcopal Vicars, Vicar General, Executive Directors, Clergy, Parishes and staff. The role also engages with National Church leaders and bodies, religious orders and Church agencies.

This position exercises a high degree of communication competence, initiative, discretion and confidentiality.

1. **DEPARTMENT OVERVIEW**

The Office of the Archbishop responds in an effective manner to the demands associated with the overall duties of the Archbishop.

This includes management of the schedule of the Archbishop’s visitations, meetings, public and official appearances, conferences and travels, as well as initiation and coordination of events involving the Archbishop with cultural, religious and political leadership.

In addition, the Office processes all forms of communication addressed to the Archbishop and serves as the Archbishop’s liaison with various departments and agencies within the Archdiocese, local community and wider church.

1. **ORGANISATIONAL DESCRIPTION**

Presided over by the Archbishop of Melbourne, the Archdiocese comprises around 1.1 million Catholics, and is the largest Archdiocese in Australia with a wide variety of people, cultures and ministries, providing services and support including pastoral, educational, social welfare and administrative support.

Under the guidance of four key priorities outlined by the Archbishop, the works and activities of the Archdiocese are oriented towards a missionary focus to address the ongoing needs of: Local Communities; Families; Youth and Young Adults; and the Poor and the Broken.

This is achieved through a pro-active engagement in the sharing of Mission; a reaching out in Gospel boldness; operating in an agile and responsive mindset; identifying and embracing what is fruit bearing in our works; understanding the outward focus and call of being missionary disciples; and being mindful of good stewarding in terms of time, talent and gifts.

1. **KEY ACCOUNTABILITIES**
2. Provide high level confidential administrative and executive support to the Chancellor including managing meeting arrangements, travel, and diary considerations;
3. Ensure that day-to-day activities are undertaken as required, longer-term projects are progressed, irregular and one-off tasks are coordinated, and deadlines are monitored;
4. Deliver timely, accurate, and high-quality correspondence, communications, reports, nominations and submissions;
5. Lead specific projects as identified by the Chancellor or Archbishop;
6. Maintain a high level of confidentiality in all dealings for the Office of the Archbishop;
7. Coordinate and manage meeting and events for the Office of the Archbishop including planning, invitations, catering, venue, and accommodation;
8. Draft Minutes and associated documentation for review and follow up action items to ensure completion.
9. The Archdiocese may require you to undertake other duties from time to time commensurate with your qualifications, knowledge, experience and ability.
10. Takes reasonable care to protect the health and safety of themselves, fellow staff and others in the workplace.
11. **JOB COMPETENCIES – (SKILLS)**

* An understanding of and commitment to the operations of the Catholic Church and a commitment to the identity and mission of the Archdiocese of Melbourne.
* 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 Word, Excel, Outlook and PowerPoint.
* A basic understanding of Catholic teaching on the nature of the Church, Sacraments, the Sacred Liturgy and Liturgical Year. As well as a basic appreciation of Canon Law in relation to the role of the Diocesan Bishop and functioning of a Diocese.
* Current unrestricted drivers’ licence.

1. **PERSONAL COMPETENCIES – (ATTRIBUTES)**

* 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;
* Well-developed problem-solving skills, high-level initiative and follow-through;
* Excellent writing skills;
* Awareness of and a commitment to the wellbeing of Archdiocesan staff;
* Professional manner and presentation;
* Able to keep very high levels of confidentiality;
* A personal sense of warmth and welcoming.

1. **KEY SELECTION CRITERIA**

**Excellent advocacy, interpersonal, and communication skills**: able to communicate effectively with different stakeholders, both verbally and in writing. Ability to negotiate changes to deadlines, priorities, and resources on behalf of the Chancellor in a professional and diplomatic manner.

**Well-developed problem-solving skills and track record of continuous improvement**: able to identify and resolve problems of various complexity and scope, using logical and lateral thinking processes. Ability to seek feedback, learn from mistakes, and implement changes to improve/enhance own work performance.

**Sound organisational and administrative skills**: Able to manage multiple projects, deadlines, and information in an orderly and efficient manner. Perform various administrative tasks, such as filing documents, managing calendars, making travel bookings, arranging meetings and events.

**Certificate III Business Administration and/or demonstrated relevant experience:** Formal qualification in business administration or a related field, or demonstrate equivalent experience in a similar role (5+ years). Highly proficient in Microsoft Office applications including Word, Excel, Outlook and PowerPoint and excellent resource and time management skills to achieve objectives efficiently and within agreed timelines.

**Checks:** National Police record and Working with Children Checks (essential).

1. **POSITION DESCRIPTION ACKNOWLEDGEMENT**

By signing my contract, I acknowledge that I have received, reviewed and fully understand the position description for Executive Assistant. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.