1. **POSITION DESCRIPTION**

Position Title: Executive Assistant

Department: Clergy Life and Ministry

Location: Cardinal Knox Centre, Albert St, East Melbourne

Employment Status: Full Time

Reports to: Coordinator – Clergy Care Active

Supports: Clergy Life and Ministry Portfolio Coordinators x 3 (Executive Assistance), Wellbeing Advisor (General Administrative Assistance)

Direct reports: Administration Assistant

1. **POSITION PURPOSE**

The Executive Assistant is responsible for providing high-level administrative support to the Clergy Life and Ministry Office Portfolio Coordinators, including supporting the development and delivery of structures that will assist those who care and lead formation programs for the clergy of Melbourne.

The position will liaise with internal and external stakeholders including the Office of the Archbishop, Office of the Vicar General, Priests Retirement Foundation, Finance Department, and advisory committees specific to the care and formation of clergy.

1. **DEPARTMENT OVERVIEW**

The Clergy Life and Ministry Office provides personal support to active and retired clergy and promotes a culture of health and wellbeing and ongoing formation for all clergy within the Archdiocese of Melbourne: the focus being on spiritual, emotional, physical, and mental health, ongoing education and skilled ministerial leadership.

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**
* Provide executive assistance to Clergy Life and Ministry Coordinators, including calendar management, correspondence management, document preparation and general administrative support.
* Attend meetings, prepare meeting agendas, take minutes and initiate follow up.
* Provide administrative assistance to the Wellbeing Advisor, including the preparation of policy documents, reports, briefing papers, presentations and correspondence.
* Provide leadership to the Clergy Life and Ministry Administration Assistant; take a supportive and pastoral approach.
* Contribute to the development of a pragmatic, workable office infrastructure to enable effective delivery of each Clergy Life and Ministry portfolio; ensure governance around the infrastructure.
* Take a proactive approach by developing systems and structures to improve efficiency and facilitate timely planning and coordination of Clergy Life and Ministry projects.
* Balance day-to-day operational tasks with project work and process improvement activities.
* Assist in the design, implementation and maintenance of a policy and procedures framework to enhance the operations and effectiveness of the Clergy Life and Ministry Office, its activities and outreach.
* Collaborate with Clergy Life and Ministry Coordinators to develop policies that contribute to clergy wellbeing.
* Oversee the development and monitoring of the calendar of formation activities, including scheduling of stakeholder and committee meetings to support planning processes.
* Liaise effectively with internal CAM offices and agencies, including Office of the Archbishop, Office of the Vicar General, Priests Retirement Foundation, Finance Department, and advisory committees specific to the care and formation of clergy.
* Develop systems to manage email and phone correspondence with clergy, including with those who have low digital literacy and for whom English is a second language.
* Coordinate Archbishop’s Council of Priests elections.
* The Archdiocese may require you to undertake other duties from time to time commensurate with your qualifications, knowledge, experience and ability.
* Takes reasonable care to protect the health and safety of themselves, fellow staff and others in the workplace.
1. **JOB COMPETENCIES – (SKILLS)**
* An understanding of, and commitment to, the identity and mission of the Catholic Church and Archdiocese of Melbourne.
* Demonstrated experience within a similar, high level administrative position with a sound knowledge of administrative systems, processes and procedures.
* 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.
* Excellent policy development and writing skills.
* 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.
* National Police record and Working with Children Checks (essential)
1. **PERSONAL COMPETENCIES – (ATTRIBUTES)**
* Strong ability to interact with stakeholders, including clergy, in a careful, consultative and collaborative manner.
* Ability to create and encourage an atmosphere of discretion where confidential information pertaining to the individual circumstances of members of clergy is respected at all times.
* High level of integrity and honesty, with an awareness and appreciation of Catholic Social Teaching.
* Sound time-management skills and ability to prioritise.
* High attention to detail.
* Ability to work collaboratively within and across departments, agencies, ministries and parishes of the Catholic Archdiocese of Melbourne and its partners.
1. **KEY SELECTION CRITERIA**
* Demonstrated experience within a similar, high level administrative position with a sound knowledge of administrative systems, processes and procedures.
* Excellent policy development and writing skills.
* Highly developed word processing skills and a high degree of proficiency within the MS Office suite, in particular Word, Excel, Outlook and PowerPoint.
* An understanding of, and commitment to, the identity and mission of the Catholic Church and Archdiocese of Melbourne.
* 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.
1. **OUR WORKPLACE VALUES**

We are intentional in the way that we work, deliberate in observing the impact we have on others, and mindful to make decisions in alignment with our workplace virtues:

1. **Wisdom**: Blessed are those who see for wisdom, for they shall judge wisely.
2. **Integrity**: Blessed are those who act with integrity, they shall experience inner peace.
3. **Honesty**: Blessed are those who act honestly, they will be trusted by others.
4. **Compassion**: Blessed are those who show compassion, they will receive understanding in return.
5. **Sustainability**: Blessed are those who seek justice for the earth, their descendants shall flourish
6. **Forgiveness**: Blessed are those who are able to forgive, for they will be forgiven.
7. **Generosity**: Blessed are those who are generous, for they shall receive an eternal reward.
8. **Courage**: Blessed are those who have the courage of their convictions, for they are modern heroes and heroines. [[1]](#endnote-1)

1. **POSITION DESCRIPTION ACKNOWLEDGEMENT**

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

1. Adopted from M. Oliva SJ, *Beatitudes for the Workplace*, Canada, Novalis Publishing Inc., 2009 [↑](#endnote-ref-1)