1. **POSITION DESCRIPTION**

Position Title: Administration Assistant

Department: Marriage Tribunal

Location: East Melbourne

Employment Status: Permanent, part-time (18 hours per week)

Reports to: Fr John Salvano

Direct reports: n/a

1. **POSITION PURPOSE**

The Administration Assistant provides administrative support to the Marriage Tribunal team, ensuring that administrative priorities are met. This role assists the team in managing day-to-day activities, including typing and general office administration in an accurate, confidential and timely manner.

1. **DEPARTMENT OVERVIEW**

The Tribunal is the office which advises and adjudicates on Canon Law matters for the Archdioceses of Melbourne and Hobart, and the Dioceses of Sale, Sandhurst and Ballarat. The Tribunal offers the opportunity for people previously married and currently divorced, to petition for an ecclesiastical declaration of nullity of marriage, providing them with the opportunity to remarry in the Catholic 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**
* Accurate audio typing (60+ words per minute)
* Perform general administrative tasks, including managing mail and e-mails
* Provide reception cover, including answering incoming calls and inquiries, providing accurate information and redirecting as required
* Assembling and photocopying files and maintaining filing and indices
* Other general administrative tasks
* 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)**
* Accurate typing skills (60+ words per minute)
* Polite phone manner, with the ability to communicate with people from non-english speaking backgrounds and people who may present an abrupt or agitated manner
* Strong organizational and time management skills, with the ability to prioritize and manage multiple tasks
* Collaborative mindset, contributing effectively to a positive and inclusive team environment
* Ability to anticipate needs and proactively address challenges
* Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and other relevant software
1. **PERSONAL COMPETENCIES – (ATTRIBUTES)**
* Takes a mature and resilient approach and can extend grace to people who may present an abrupt or agitated manner
* High level of integrity, honesty and confidentiality, with an awareness and appreciation of Catholic Social Teaching
* Excellent communications skills (verbal and written)
* Excellent time management and work prioritisation skills
* Friendly and able to build rapport in person and via telephone
* 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**
* Proven experience as an administrator, or similar role
* Typing skills (60+ words per minute)
* Intermediate MS Office skills and systems savvy
* National Police record and Working with Children Checks (essential)
* Be willing and able to learn the particular technical language used in tribunals
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]](#footnote-2)

1. **POSITION DESCRIPTION ACKNOWLEDGEMENT**

By signing my contract, I acknowledge that I have received, reviewed and fully understand the position description for Administration 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.

1. Adopted from M. Oliva SJ, *Beatitudes for the Workplace*, Canada, Novalis Publishing Inc., 2009 [↑](#footnote-ref-2)