

**POSITION DESCRIPTION
BISHOP'S OFFICE EXECUTIVE ASSISTANT SUPPORT**

<p>REPORTS TO Bishop's Office Manager (<i>Operational Management</i>) Executive Assistant to the Bishop (<i>Procedural Management</i>)</p>	<p>GRADE 3</p>
<p>ORGANISATIONAL SUMMARY</p> <p>The Diocese of Maitland-Newcastle serves the people of the Newcastle, Hunter and Manning regions which have a population of some 160,000 Catholics. Through its parishes, pastoral groups, and its agencies of Catholic Schools, CatholicCare, St Nicholas Early Education and other agencies the diocese provides faith, spiritual, pastoral, educational, social welfare, and community development. The Diocese employs approximately 5,200 staff across its parishes and agencies.</p> <p>The Diocese of Maitland-Newcastle is committed to safeguarding children and vulnerable persons and preventing those in our care from suffering abuse or neglect.</p>	
<p>VISION To live the joy of the Gospel and share it with the world.</p>	
<p>MISSION We are committed to serving all in the community so that they may experience life to the fullest.</p>	
<p>OUR VALUES Compassion Hope Integrity Justice Participation</p>	
<p>PRIMARY PURPOSE</p> <p>The Bishop's Office Executive Assistant Support reports to the Bishop's Office Manager and provides assistance to the Executive Assistant to the Bishop, who will direct the day-to-day tasks of this role.</p> <p>As a member of the Bishop's Office staff, the Bishop's Office Executive Assistant Support will form part of a collaborative team who work closely with the Bishop to support him as Chief Shepherd of the Diocese of Maitland-Newcastle.</p> <p>The Bishop's Office Executive Assistant Support will provide a high level of executive support to the Executive Assistant to the Bishop to ensure that the Bishop's diary is managed efficiently; and that the Bishop's pastoral and administrative responsibilities are coordinated effectively.</p> <p>The Bishop's Office Executive Assistant Support must build and foster positive and collaborative relationships with key internal and external stakeholders to support the Bishop and his Executive Assistant.</p> <p>The Bishop's Office Executive Assistant Support holds a position of trust and will at all times exercise discretion, judgement, initiative and confidentiality.</p> <p>The incumbent commits to working within Work Health and Safety guidelines and Code of Conduct at all times whilst in the employ of the Catholic Diocese of Maitland-Newcastle.</p>	

KEY ACCOUNTABILITIES	KEY TASKS
<p>Support the Executive Assistant to the Bishop in providing Professional Assistance to the Bishop</p>	<ul style="list-style-type: none"> • Ensure that the Bishop's diary and travel arrangements are managed efficiently. • Undertake research and prepare documentation for the Bishop, as required. • Collation and distribution of papers for meetings and conferences the Bishop has responsibility for. • Maintain a confidential communication channel between the Bishop and Priests, Religious, laity, parishioners, diocesan leadership group, operational management group and diocesan administrative staff as required. • Liaise with the Australian Catholic Bishops Conference and Bishops of NSW & ACT and the staff of their commissions and committees of which the bishop has membership, as required. • Ensure that documentation and briefings for events and meetings in the Bishop's diary are received by the Bishop in a timely manner.
<p>Coordination of pastoral aspects for the Bishop</p>	<ul style="list-style-type: none"> • Assist the Bishop to fulfil his pastoral role in the diocese by appropriately prioritising Holy Days, Episcopal events and pastoral requirements, in consultation with the Bishop and relevant staff in the diocese under the oversight of the Executive Assistant to the Bishop. • Make appropriate times for the Bishop to fully participate in the pastoral activities and sacramental life of the diocese in collaboration with Parishes, schools and other agencies. • Coordination of the Bishop's Confirmation schedules • Liaise with diocesan stakeholders to ensure the Bishop is fully appraised ahead of time and arrives to his engagements well prepared.
<p>Support the Executive Assistant to the Bishop in coordinating administrative functions for the Bishop</p>	<ul style="list-style-type: none"> • Attend to all relevant correspondence and communications in a timely and effective manner. • Ensure all incoming complaints and grievances received by the bishop are progressed to the appropriate point/person.

	<ul style="list-style-type: none"> • Liaise, as required, with government and non- government departmental heads, other not-for- profit organisations, other religions and faiths, agencies that work under the banner of the Catholic Church and all principals and staff of Catholic Schools and colleges within the diocese.
Events and Functions for Bishop	<ul style="list-style-type: none"> • Under the oversight of the Executive Assistant to the Bishop, coordinate and manage events for the Bishop including invitations, catering, venue and accommodation as required.
Support to Vicars General and Chancellor	<ul style="list-style-type: none"> • Assist the Vicars General and Chancellor with diary management as required.
<p>QUALIFICATIONS</p> <p>Essential</p> <ul style="list-style-type: none"> • Commitment to the life and the teachings of the Church, expressed through participation in a parish or community. • Business Administration Diploma or Certificate IV or equivalent. <p>Desirable</p> <ul style="list-style-type: none"> • Previous experience in an executive support role. 	
<p>SKILLS AND EXPERIENCE</p> <ul style="list-style-type: none"> • A capacity to understand, promote and model the Catholic mission of the Diocese of Maitland-Newcastle. • High level of communication and interpersonal skills, both oral and written, and an ability to build relationships with a variety of stakeholders including Priests, Parishes, Heads of Agencies and other diocesan staff • Exceptional organisational and time management skills. • Flexibility and willingness to adapt to changed timelines, deadlines and significant events • Demonstrated ability to maintain a high level of confidentiality. • High level of proficiency in use of common office computer applications eg., Office 365, Electronic Document Records Management System (HPE Content Manager) etc. 	

KEY RELATIONSHIPS	
INTERNAL	EXTERNAL
Bishop, Executive Assistant to the Bishop, Vicars General, Chancellor, Manager Bishop's Office	Australian Catholic Bishops Conference and Bishops of NSW & ACT and particular Commissions and Committees
Bishop's Office Staff	Staff of other Bishops
Trustees, Council of Priests, College of Consultants	Parishioners
Parish Priests, lay leaders/teams and parish staff	Other Catholic agencies
CEO/COO	Heads of Other Religions and Faiths
All diocesan leadership groups and diocesan staff	Wider Community
MANDATORY REQUIREMENTS	
<p>Current Paid NSW Working with Children Check</p> <p>National Criminal History Check</p> <p>Current Class C Driver's Licence</p> <p>The Diocese of Maitland-Newcastle is committed to safeguarding children and vulnerable persons and preventing those in our care from suffering abuse or neglect. It is committed to implementing and maintaining compliance with the NSW Child Safe Standards and the National Catholic Safeguarding Standards and takes a zero-tolerance approach to abuse of children or vulnerable persons. All who work in the name of the Diocese must comply with the Diocesan Safeguarding Framework Policy and act in accordance with the Diocese's Code of Conduct which includes the Diocese's Safeguarding Commitment Statement. Employees are required to undergo a National Police Check and retain a valid NSW Working with Children Check where necessary, in accordance with legislation.:</p>	
SUCCESSION PLANNING	
<p>Positions which could succeed to this role:</p> <ul style="list-style-type: none"> • Support Officer Bishop's Office • Administration Assistant Bishop's Office 	
LEGISLATIVE AND RISK REQUIREMENTS	
<p>Occupants must:</p> <ul style="list-style-type: none"> • Abide by the laws of the Commonwealth of Australia and NSW and the policies of the Catholic Diocese of Maitland-Newcastle. • Report, as soon as practicable to the Head of People and Culture, any criminal action taken against them, or civil action that may have an impact of the reputation of the Catholic Diocese of Maitland-Newcastle or may lead to a conflict of interest; • Take reasonable action to understand and familiarise themselves with the Catholic Diocese of Maitland-Newcastle's policies and procedures, including those relating to the expected Code of Conduct and confidentiality. • Not take advantage of their role at the Catholic Diocese of Maitland-Newcastle for personal gain; 	

- Take responsibility for their own health, safety and wellbeing and that of other employees, clients, contractors and visitors in the Catholic Diocese of Maitland-Newcastle workplaces, understanding that all employees have a duty of care toward one another.

EXPECTED EMPLOYEE BEHAVIOUR

Employees must:

- Treat all people with respect, sensitivity, courtesy, understanding and compassion
- Embrace diversity and difference in those they serve or with whom they work
- Promote personal growth, ongoing professional development and develop both in themselves and others
- Commit themselves to effective professional working relationships with colleagues and clients
- Through the exhibition of justice and fairness in relationships and service, promote proper working conditions and also recognise when injustice, unfairness and abuse occurs in the workplace and respond appropriately
- Exhibit transparency, accountability and act responsibly in the use of Church resources
- Provide professional and competent service
- Comply with relevant legislation and directives
- Be mindful of privacy principles and manage information accordingly

Signature of Incumbent:

Date:

Incumbent's Name:

Position Description Last Reviewed

16 September 2024

Next Review is due on