

POSITION DESCRIPTION

Position	EXECUTIVE ASSISTANT TO SECRETARY GENERAL
Location	Congregational Administration Services (CAS), North Sydney
Reports to	Office Manager
Direct Reports	None
Employment Type/Term	Fulltime, permanent
Date	January 2025

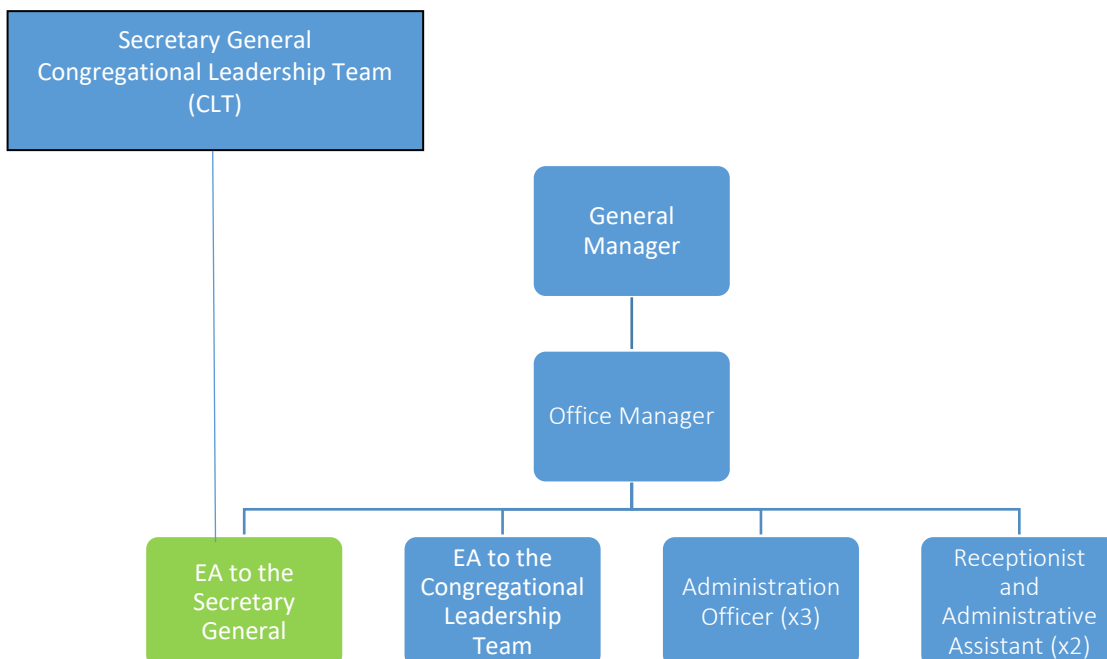
ORGANISATIONAL CONTEXT:

The Sisters of Saint Joseph of the Sacred Heart (SOSJ) continue God’s mission by empowering others and bringing hope. Education, in its broadest sense, remains their main work. Founded in 1866, the organisation operates as a registered charity with central offices in Sydney, Regions in Australia, New Zealand, Ireland, and a presence in some other countries.

The Congregation is governed by the Congregational Leader and her Leadership Team. Each region is led by a Regional Leader supported by her Leadership Team. The Congregation’s Leadership team is assisted in its administration by the Congregational Administration Services (CAS) Team located in North Sydney.

We value, respect and are committed to the safety of all people. We have a zero tolerance for adult and child abuse or mistreatment. All employees have a responsibility to commit to a culture of safeguarding. This includes completing safeguarding induction training and possibly ongoing safeguarding training.

ORGANISATION CHART:





BASIC ROLE PURPOSE:

The Executive Assistant to the Secretary General is responsible for providing high-level executive and administrative support to the Secretary General. The incumbent works closely with the Secretary General, the other members of the Congregational Leadership Team (CLT), the other members of the administrative support team, Congregational members, and OneCAS. Some out of office hours may be required from time to time.

KEY ROLE ACCOUNTABILITIES:

In carrying out the role, the Executive Assistant to the Secretary General is required to meet the following key accountabilities:

1.0 Ethos and Mission

- 1.1 Uphold, through word and deed, the ethos and mission of the Congregation of the Sisters of Saint Joseph.
- 1.2 Ensure work activities are in accordance with the ethos and mission of the Sisters of Saint Joseph.
- 1.3 Demonstrate a commitment to a deepening understanding of the spirit of the Congregation of the Sisters of Saint Joseph.
- 1.4 Actively support the Sisters of Saint Joseph and their Mission.
- 1.5 Establish and maintain harmonious working relationships with colleagues and Sisters.
- 1.6 Contribute to a climate of hospitality and welcome.

2.0 Position Responsibilities

- 2.1 Assist with organising work schedules, including managing diaries and organising meetings and appointments for internal and external stakeholders for the Secretary General, and other CLT Members if required.
- 2.2 Assist Secretary General with certain legal processes (e.g. matters related to death of Sisters, management of Congregational files).
- 2.3 Arrange and execute Board, Committee and team meetings and events including logistical coordination, preparation of documentation and presentations, minute taking and technical assistance.
- 2.4 Compose and edit correspondence, respond to requests and enquiries appropriately.
- 2.5 As needed, coordinate administrative undertakings including event management (all stages), complex travel bookings, electronic filing, mailings, giftings, processing of invoices and expenses.
- 2.6 Perform other general administrative duties (including mail, typing and formatting, photocopying, running errands, recordkeeping etc.)
- 2.7 Support and/or relieve other administrative team members when they are on leave.
- 2.8 Other duties as required from time to time.

3.0 CAS Team Support and Values

- 3.1 Actively contribute to staff, team, OneCAS and other meetings.
- 3.2 Provide effective communication and support within CAS, with the regions, Congregational members, visitors, and Board and Committee members.
- 3.3 Deal professionally, respectfully, and honestly with all colleagues.
- 3.4 Maintain confidentiality of Congregational information in accordance with policy and employment contract obligations.
- 3.5 Actively demonstrate behaviour consistent with SOSJ values.



4.0 Quality Administration

In consultation with the Office Manager and Secretary General/CLT:

- 4.1 Be responsive to management requests and changing priorities.
- 4.2 Ensure administrative accuracy and attention to detail.
- 4.3 Establish and maintain performance standards for relevant functions.
- 4.4 Focus on continuous improvement of processes and procedures.
- 4.5 Respond to feedback on improving processes and procedures.

5.0 Professional Development

- 5.1 Evaluate personal and professional performance and undertake personal and professional development activities.
- 5.2 Participate in the performance review/feedback process.

6.0 Work Health Safety (WHS)

- 6.1 Maintain duty of care of own health and safety and all others in the workplace.
- 6.2 Comply with workplace WHS policies, procedures, and protocols.
- 6.3 Report workplace hazards and risks to employer.
- 6.4 Undertake WHS training as required.

7.0 Other

- 7.1 Engage in other duties commensurate with skills and experience and within the scope of this role.
- 7.2 Follow legal requirements and Congregational policies and procedures.

8.0 Key Performance Indicators

Function	Performance Indicators
1. Ethos and Mission	Evidence of active support for the work of the Congregation and its Mission.
2. Role responsibilities	Evidence of consistently completing assigned tasks effectively and efficiently.
3. Customer service and teamwork	Evidence of service delivery to agreed standards and positive feedback from stakeholders received.
4. Contribution to culture and values	Evidence of effective collaborative, professional relationships and communication within team and regions.



5. Quality administration	Evidence of timely and accurate documentation and records.
6. Professional development	Evidence of engagement in appropriate professional development and application to role.

9.0 Qualifications, experience, and competencies

Essential

- 9.1 Substantial experience in a similar role supporting senior management at C-suite level.
- 9.2 Thorough and excellent attention to detail and process.
- 9.3 Advanced computer literacy skills in MS Office suite and videoconferencing and intermediate skills in Canva or similar.
- 9.4 Superior written and expressive language skills, as well as active listening skills and empathy.
- 9.5 Demonstrated ability to be flexible and prioritise daily workload.
- 9.6 Effective organisational and time management skills including ability to move between tasks.
- 9.7 Demonstrated ability to provide friendly and welcoming hospitality and service.
- 9.8 Patience and the ability to remain calm in a diverse range of situations.
- 9.9 Professional discretion and demonstrated ability to deal sensitively with confidential matters.

Highly regarded

- 9.10 Experience working in a faith or mission-based environment.
- 9.11 Experience working with legal processes.

Incumbents in this position will be required to consent to a National Criminal History Check as per our Compliance Checks Policy.

I confirm that this position description is an accurate reflection of the responsibilities of this position:

Bridget Bobb

Manager

17-1-2025

Date