



CATHOLIC ARCHDIOCESE
OF MELBOURNE

Position Description

Title:	Personal Assistant
Department:	Office of the Vicar General
Location:	East Melbourne
Employment Status:	Full Time – Permanent
Reports to:	Senior Operating Officer
Number of direct reports:	None

Position Purpose

The primary purpose of the role of the Personal Assistant to the Vicar General is to provide high level administrative and personal support to the Vicar General of the Catholic Archdiocese of Melbourne. The Personal Assistant works in close collaboration with the Vicar General and the Senior Operating Officer and is an important part of the Office Team. The Personal Assistant to the Vicar General sits under the management of the Senior Operating Officer, Office of the Vicar General.

Department Overview

The Office of the Vicar General provides assistance to the Archbishop and Bishops in the governance of the Archdiocese.

Organisation Description

The Archdiocese of Melbourne through its ministries and agencies is at service of the people of God, planting the Gospel of Jesus Christ into their communities and lives daily.

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.

Key Accountabilities

1. Provide high level confidential administrative and secretarial support including the management of the Vicar General's appointment diary and travel arrangements as required;
2. Attend to all relevant correspondence and communications in a timely and effective manner and to ensure a smooth flow of communication to and from the Office;
3. Triage incoming complaints and grievances to the Office of the Vicar General and progress each matter to an appropriate point as required;
4. Establish and maintain an efficient and effective record keeping system for the Office of the Vicar General and maintain appropriate records for the Office in both digital and paper format to ensure easy access to reports and documents;
5. Maintain a high level of confidentiality and discretion;
6. Provide a courteous and efficient reception function for the Office of the Vicar General;
7. Work in collaboration with Office of the Vicar General, Executive Assistant to the Archbishop and the Chancellor of the Archdiocese/ Chief of Staff to the Archbishop to maintain a highly collaborative working environment.
8. Co-ordinate the collation and distribution of papers for meetings and conferences the Vicar General chairs and ensure he has the appropriate documentation for meetings he attends;
9. Prepare letters and other documents as required;
10. Coordinate and manage events for the Office of the Vicar General including invitations, catering, venue, and accommodation as required;
11. Assist the Vicar General in managing his workflow to ensure he is able to fulfil all his commitments;

Provide information and support for reporting requirements to Australian Catholic Bishops' Conference or other organisations as required.

Job Competencies

1. Demonstrated experience within a similar high level administrative position with a sound knowledge of administrative and secretarial systems, processes and procedures;
2. An ability to follow through on projects with minimal support;
3. Highly proficient in both written and verbal communication skills;
4. Demonstrated strong interpersonal skills with the ability to effectively build relationships with a wide variety of stakeholders;
5. Demonstrated ability to maintain high levels of confidentiality while exercising judgement, sensitivity and discretion;
6. Proficient in using the MS Office suite, in particular Word, Excel, Outlook and PowerPoint;
7. Current unrestricted drivers licence.
8. National Police record check (essential)
9. Working with Children Check (essential)

Personal Competencies

- An understanding of, and commitment to, the philosophies and core values of the Catholic Church.
- High level of integrity, honesty, and confidentiality, with an awareness and appreciation of Catholic Social Teaching.
- Ability to work as part of a team with minimum supervision and collaboratively within and across departments, agencies, ministries and parishes of the Catholic Archdiocese of Melbourne and its partners.

- To work with a spirit of compassion and generosity, making a positive contribution to the mission of the Church.
- Strong interpersonal skills;
- Demonstrated commitment to service and a willingness to be accountable for performance;
- Attention to detail and a well-ordered approach to work;
- Initiative and follow-through;
- Awareness of and a commitment to the wellbeing of Archdiocesan staff;
- Professional manner and presentation;
- A personal sense of warmth and welcoming.

Key Selection Criteria

- Qualification within Business Administration or an equivalent field;
- Ability to adapt to changing landscapes to support efficiencies
- Proactive approach to challenges

Position Description Acknowledgement

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

Employee Name: Click or tap here to enter text. Date: Click or tap to enter a date.

Employee Signature: