



HOLY SPIRIT PROVINCE

POSITION DESCRIPTION

Position	Executive Assistant to the Provincial
Current Incumbent	Vacant
Team	Province Office
Location	Marrickville, Sydney
Tenure	Permanent
Load	Part time
Award/Classification	Above Award (Clerks Private Sector Award 2020)
Hours (weekly)	25 hours worked over 5 days
Reports to	Provincial
Last updated	June 2025

The Passionists

The Passionists are a Catholic Religious Order of priests and brothers. They are a not-for-profit organization whose principal activity is missionary work in Australia, Papua Guinea, New Zealand and Vietnam. All members of the Passionist Community will adhere to the ethos and values of the Passionists.

Province Office

The Province Office was established in 1922 in Marrickville and has been an integral part of the Passionist Community since that time. On this site there are several entities including St. Brigid's Church, the Parish Office and the Passionist Community Residence all working closely together for the mission of "The Passionists".

Role Purpose

To provide high level executive assistance to the Provincial and Provincial Council Members as required.

Key Responsibilities and Tasks

Provincial Support

- Support the Provincial through the provision of high-level services often involving complex issues and managing sensitive and confidential information with discretion.
- Arrange meetings and coordinate the development and distribution of various Provincial Council meeting papers.

- Liaison with Provincial Council members on all matters delegated including correspondence on behalf of the Provincial and representing Provincial at some levels.
- Acting as Secretary at some Provincial and other meetings.
- Diary management for the Provincial and for matters concerning Provincial Council.
- Liaison with Provincial Council members regarding travel and accommodation and preparing and distributing agendas and minutes of Council meetings.
- Organise bookings for meeting venues and liaison regarding accommodation bookings for Council members.
- Prepare and publish the weekly Provincial Newsletter.
- Create, produce and distribute high quality resources including booklets, invitations and prayer resources.
- Co-ordinate specific projects as delegated by the Provincial (or Provincial Assistant in his absence).

Office management/Reception

- Be the welcoming voice and face of the Province for phone calls and visitors.
- Oversee Office Reception and update Office Policy and Procedures as required.
- Manage IT matters with INTC (outsourced provider) as required by the Provincial.
- Distribute incoming mail and organize outgoing mail items at agreed times.

Meeting & Events

- Co-ordinate internal and external events as required including catering.
- Manage meeting room bookings and servicing of those rooms.

Building, Risk & Maintenance

- Manage and liaise with all contractors and service providers.
- Co-ordinate confidential building security access and services with the outsourced provider.
- Liaison with Risk Management and WHS staff across the Province and on site.

Observe the Passionist Charism and values, comply with all applicable laws and observe policies and procedures.

Actively comply with Workplace Health and Safety policies and regulations.

Undertake all other reasonable duties as directed by the Provincial (or Assistant to Provincial in his absence).

Key Performance Indicators/Measures

High quality work produced on time and with accuracy and confidentiality.

Cost effective purchasing.

Seeking opportunities to continuously improve office policies and procedures with new ideas and systems, policies/procedures.

Achieve system efficiencies.

Provision of quality advice to clients and team members.

Escalation of issues and effective resolution.

Effective collaboration, responsiveness and information sharing.

Feedback from clients regarding performance and conduct.

Effective team communication and collaboration.

Key Internal Stakeholders/Clients

Provincial Office team members

St. Brigid's Parish Office staff

Passionist Community members (retired and visiting Priests)

Provincial Council (Board) members

Community Leaders and their respective teams

Key External Stakeholders

Visitors, Contractors, Volunteers, IT provider, Building Security provider

Qualifications/Certifications Required

Certificate IV or Diploma of Business/Administration (or equivalent) - preferred

Working with Children Check (current)

National Police Check

First Aid/CPR (current)

Knowledge and Skills Required

Minimum 5 years working as Executive Assistant/PA to a senior leader/manager (depth and breadth of demonstrated skills and experience).

High proficiency with Microsoft Office suite, Adobe, Dropbox, collaboration tools.

Experience preparing Meeting Agendas and Minutes.

Exceptional written and oral communication skills.

Outstanding organization skills to balance competing priorities and deadlines.

Excellent attention to detail.

Effective relationship building abilities.

Demonstrated ability to work independently and part of a team.

Demonstrated discretion, integrity and a proactive approach to work.

Capacity to deal sensitively with complex and difficult issues.

Workplace Health & Safety – Physical Capabilities

Frequency

Occasional = 1-33% of time Frequent = 34-66% of time Often = > 66% of time

Sitting	Frequent
Standing	Frequent
Walking	Frequent
Talking	Often
Listening	Often
Steps / stairs	Occasional
Carrying	Frequent
Bending/Lifting	Occasional