

Position Description

POSITION TITLE:	Executive Officer
REMUNERATION SCALE:	Grade 5
FULL TIME EQUIVALENT:	1.0 FTE
HOURS PER WEEK:	37.5
LOCATION:	Braddon, ACT
AUTHORISING OFFICER:	Deputy General Secretary
DATE:	December 2025

Primary Objective

The Executive Officer will provide administration and secretariat support through the Deputy General Secretary to the Executive Secretaries and their Bishops Commissions.

Major Accountabilities

- Uphold, in consultation with key stakeholders, the mandates and operating principles of the nominated Bishops Commissions and their advisory bodies, for the approval and adoption of the Australian Catholic Bishops Conference.
- Provide secretariat support to Bishops Commissions by assisting Executive Secretaries with timely and relevant meeting agenda papers, reports and minutes as required.
- Assist with organising Bishops Commission meetings and advisory body meetings and attend as required.
- Assist with the coordination planning of the works of the nominated commissions in consultation with key stakeholders to ensure achievable workflows.
- Ensure meeting papers and other documents are filed appropriately on SharePoint.
- Develop and maintain effective working relationships with agencies of the Australian Catholic Bishops Conference and where applicable, external Catholic entities, that can contribute to the work of the executive secretaries, their nominated Bishops Commissions and their advisory bodies.
- Undertake and manage projects and other work as required from time to time.

Organisational Environment

Each of the nominated Bishops Commissions has a mandate approved by the Australian Catholic Bishops Conference to nationally address specific issues related to the particular focus of that Commission. A statement of these mandates can be found on the Australian Catholic Bishops Conference Internet site.

The Australian Catholic Bishops Conference has established the General Secretariat to provide administrative support to and undertake the work of each of the nominated commissions and their advisory bodies in accordance with its mandate, and to liaise with those advisory bodies of other Bishops Commissions that have an advisory competency.

The Executive Secretaries have the responsibility of providing secretariat support to the nominated bishops commissions. The Executive Officer provides assistance to the Executive Secretaries and Deputy General Secretary during busy periods, periods of leave and as required.

The Executive Officer is accountable to the Deputy General Secretary for the key accountabilities of this position.

Risk and Work Health and Safety

Observe safe work practices in accordance with training and instruction given and report any risk to your immediate supervisor. Risks arising in the workplace may be financial, site, task or person specific or related to safety.

Comply with the Conference's corporate work health and safety practices.

Identify, report and where appropriate, action risks/hazards to eliminate or mitigate against the risk recurring.

Participate in the consultative processes provided by the organisation.

Safeguarding

To the extent that it applies to this position:

Comply with best practice for safeguarding of children and adults at risk in accordance with established laws, standards, and organisation procedures.

Promote and implement safeguarding training (including induction and ongoing training), safeguarding practices and record-keeping within the agency.

Key Communications

The Deputy General Secretary: for direction and advice as required.

The Executive Secretaries: to ensure a team approach to the efficient and effective provision of secretariat support to the nominated Bishops Commissions and to understand priorities.

If the relevant Executive Secretary is not available: Chair and members of the nominated Bishops Commissions and advisory bodies, to understand the requirements for secretariat support and the conduct of projects as defined by the nominated commissions.

Other Australian Catholic Bishops Conference Agencies, Catholic advisory bodies and external organisations: to coordinate the provision of effective advice.

Job Environment

The Executive Officer will work within defined processes and standard procedures. A range of varied techniques, systems, methods and processes are available to perform the work. The position is expected to apply the relevant professional standards in all work carried out.

Accountability (independence and Influence)

The Executive Officer will make all decisions that fall within established policies and procedures.

The Executive Officer will consult with the Deputy General Secretary and the Executive Secretaries before making decisions that are outside established policies and procedures.

The Executive Officer will refer all decisions to the Deputy General Secretary and the Executive Secretaries that are outside established policies and procedures and beyond the scope of the position.

Reasoning

The position is required to apply existing procedures and guidelines to understand and discriminate between alternative courses of actions. Operating policies usually determine the most suitable or appropriate course of action. Guidance is available to make decisions.

Challenges

The Executive Officer will be challenged by the need to monitor, provide information and carry out research on a wide range of issues, work for different bishops commissions and to provide information to various stakeholders in a timely manner.

Knowledge, Skills and Experience

- An understanding of and a commitment to promote the principles of Catholic Social Teaching and Gospel values within the workplace.
- Awareness and understanding of the issues impacting the participation of the faithful in the life of the Church.

- Awareness and understanding of the political, social, demographic, theological and moral issues concerning the life and mission of the Church in Australia
- Demonstrated experience in working independently with minimal supervision.
- Demonstrated experience in successfully working collaboratively within large and small teams.
- Proven ability in planning, designing, leading, and undertaking project work.
- Excellent electronic, oral and written communication skills, and demonstrated experience in the use of the Microsoft Windows operating environment and the Microsoft 365 software suite
- Tertiary qualification or equivalent experience in a relevant discipline desirable
- An understanding of the Church structures, relationships and organisational attributes of pastoral life and ministry desirable

Employment Screening

National police check

Position Impact

The Executive Officer does not supervise another position and does not administer a budget.