

POSITION DESCRIPTION

Title of Position:	Administration Officer / Receptionist
Employer:	Marist Schools Australia Limited
Responsible To:	MSA Regional Director (Vic, SA & WA)
Position Delegate:	N/A
Hours:	Full time (37.5 hrs) Mon to Fri 8:30am to 4:30pm
Flexible work	All work must be completed on site at Marist Centre Melbourne, located in Parkville, working offsite does not apply to this role.

1. ABOUT MARIST SCHOOLS AUSTRALIA LIMITED

Marist Schools Australia Limited (MSA) draws together Catholic schools which shape their identity and mission through the spirituality and educational approach that was introduced into the Church by St Marcellin Champagnat in the early nineteenth century, and which has continued to be developed by the Marist Brothers and Lay Marists. MSA provides its member schools with leadership, support and, where applicable, governance, in order that they can continue to be authentic Marist educational communities.

2. POSITION SUMMARY

The position supports the operations of MSA. The role of Administration Officer/Receptionist will have a strong focus on daily Reception, and administrative support to those detailed under “Key Relationships and Interaction”. The incumbent will be a motivated, organised, welcoming and proactive individual who can multitask to ensure all visitors are welcomed, the centre operates efficiently and administrative assistance is provided in a timely manner.

3. KEY RELATIONSHIPS & INTERACTION

The incumbent will report to the MSA Regional Director (Vic, SA & WA). The MSA Regional Director (Vic, SA & WA) is the Centre Manager.

In addition to daily Reception tasks and general office administration, the incumbent will also offer administrative support to:

- The MSA Regional Director, and the Regional Director’s Executive Assistant
- The MSA National Director, and the National Director’s Executive Assistant
- The MSA Head of Governance, Risk and Legal.
- The Marist Youth Ministry Team and Marist Life and Formation Team
- The Association of St Marcellin Champagnat, with particular regard to being the key Membership Officer.
- Regional Marist Brothers (“Marist Ministries”) as required, including isolated “project work”.

4. KEY RESPONSIBILITIES

This multi-faceted role encompasses a diverse range of duties that fit into the following key functions:

A. Reception

- Welcome all visitors to MCM and address their general enquiries.
- Create a warm and welcoming office presence.
- Manage incoming calls and email queries.
- Organise incoming and outgoing mail and courier services.
- Maintain all supplies required for the efficient and effective functioning of the office.
- Order office equipment and other supplies as required.

B. Administrative Support – Marist Schools Australia

- Provide administrative support as prioritised and directed by MSA Regional Director, and assist the Regional Director’s EA to ensure the excellent function of the both the MCM, and the Regional Director’s responsibilities.
- Coordinate requests relating to MSA staff visiting Victoria and the centre.

C. Administrative Support – Marist Youth Ministry, MLF and Association of St Marcellin Champagnat

- Provide administrative support to the MYM National Coordinator and Senior Leader Formation and Youth Ministry.
- Provide administrative support to the MLF team, including Local Coordinators.
- Support the registration of national and regional MYM events (Game Changers, Marist Connects and various online events and meetings) via online apps, programs and tools.
- Assist in gathering MYM contributions from a range of staff for various Marist publications.
- Serve as “Membership Officer” of the Association, responsible for database updates, new registrations and reporting.

D. Administrative Support – Marist Ministries

- Provide administrative support to Marist Ministries (currently including Marist Music and Marist Library). These projects are subject to change.
- Provide administrative assistance as directed by the Regional Director to Marist Brothers from Coburg, Fitzroy, Heidelberg, Templestowe and Province ministries with tasks such as booking flights, scanning/downloading documents, accommodation bookings and general administrative tasks.

E. Event management

- Assist Marist Ministries staff in the planning and execution of various events such as meetings, conferences, liturgies, gatherings and special events both inhouse and external.
- Coordinate room bookings, organise meeting room set up and pack down.

F. Facility oversight

- Address all building maintenance issues, security and building access requests in a proactive and timely manner via the Property Helpdesk Portal.
- Address any Occupational Health and Safety matters promptly and completely.

- Maintain the reception area, meeting room and common spaces so that they are resourced, clean and well presented at all times.
- Support the onboarding of new staff, including issuing of fobs and carpark access as requested by the Regional Director's EA.
- Address all matters relating to shared office equipment and ensure it is operational at all times.
- Liaise with the property landlord's Building Supervisor and external service providers regarding facility maintenance.
- Support the development of centre policies and procedures.

G. Other duties, as required and directed by the Regional Director and Executive Assistant.

5. KEY SELECTION CRITERIA

- Willingness and capacity to work within a faith-based organisation.
- Experience in office administration, event management and reception and with advanced skills across a broad range of technology suites and communication platforms.
- Excellent interpersonal skills with the ability to communicate in an effective and mature manner with a diverse range of stakeholders.
- Highly developed organisational skills demonstrating attention to detail and ability to multitask.
- Self-motivated, driven and a dynamic personality who can offer exceptional customer service to the staff of the Marist Centre Melbourne.
- Proven ability to appropriately manage sensitive and confidential information.
- Proven ability to work both independently and within a team environment.

Desirable Attributes:

- Understand and support the Mission and ethos of the Catholic Church, the Marist Brothers and Marist Schools Australia Limited.
- Experience working for a Catholic organisation, beneficial but not essential.
- Experience working in the Education sector, beneficial but not essential.

6. SAFEGUARDING

MSA is committed to the safety and wellbeing of all children and young people. MSA is committed to providing a child safe and child friendly environment, where children and young people are safe and feel safe and are able to actively participate in decisions that affect their lives. Each member of MSA has a responsibility to understand the important and specific role that they play individually and collectively to ensure that the wellbeing and safety of all students is at the forefront of all that they do and every decision that they make.

To the extent that it applies to this position, the Administration Officer / Receptionist role will comply with the MSA Child Safeguarding Policy and Code of Conduct and strive for best practice for safeguarding of children and vulnerable people in accordance with established laws, standards and organisational policy & procedures. This includes holding a current Working With Children Certificate.

7. WORK HEALTH & SAFETY

Each MSA staff member is required to comply with Work Health & Safety Policy and meeting the following requirements:

- Undertake work functions and activities in a manner that promotes personal safety and risk management.
- Identify hazards in the work area and report as outlined in Marist policies and procedures.
- Report all incidents and injuries using the appropriate incident/injury forms and procedures.
- Use equipment appropriately.
- Emergency procedures to be followed in accordance with policies for fire, security, other emergencies and evacuation procedures.

While MSA strives to provide a friendly and safe work environment, all staff are required to play an active role in identifying potential safety issues which may cause injury or illness to staff or patrons. Such issues should be brought to the attention of your immediate supervisor to enable prompt action.