CATHOLIC ARCHDIOCESE
OF MELBOURNE

Position Description

Title:	Executive Support Officer
Department:	Mission Directorate
Location:	East Melbourne
Employment Status:	0.6 FTE (permanent)
Reports to:	Director for Mission

Position Purpose

The Executive Support Officer is responsible for the delivery of executive assistance to the Director for Mission ensuring the effective and efficient administration of the Director's office in order to support strategic priorities. The Executive Support Officer works under the direction of the Director for Mission applying professionalism, confidentiality and discretion to project tasks and administrative needs of the office in serving the broader work of mission.

Recognising the role and activities of the Director can occur outside regular business hours, a flexible approach to this position will be mutually agreed.

Department Overview

Before Christ's Ascension, his commission to the Church was clear: '*Go out to the whole world; proclaim the gospel to all creation*' (Mk 16:15). This is the 'missionary option' that Pope Francis dreams the Church will take up anew (Evangelii Gaudium, §27).

The Mission Directorate is a core initiative at the service of proclamation, formation and mission for the Archdiocese of Melbourne: offering strategies, resources and support for the pastoral needs of parishes and local faith communities; and focusing on the proclamation of the Gospel, faith formation and Christian living delivered with missionary energy.

The Director for Mission has strategic oversight of key missionary activities of the Archdiocese including Proclaim: Office for Mission Renewal. Aboriginal Catholic Ministry, To Know Worship and Love religious education texts, formation for mission of Archdiocesan staff, large scale event leadership including the Australian Catholic Youth Festival (ACYF) and World Youth Day pilgrimages.

Working closely with the Archbishop, and in collaboration with the clergy and senior lay leaders, the Director influences and supports the strategic vision of the Archdiocese and the integration of Catholic Teaching, identity and our mission through team operations.

Organisational Description

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

- Share a clear understanding of the priorities of the Director and manage information, enquiries, diary requests, communications and tasks accordingly.
- Act as the point of contact between the Director, Chancery Executives, Leadership team and internal or external partners.
- Assist with drafting reports and documents, including directed research and collation of materials, proposals, and meeting papers led by the Director.
- Coordinate relevant documentation, record, file, collate and distribute documents and correspondence on behalf of the Director.
- Monitor initiatives and responses by team members to the Director, tracking progress, and alerting the Director to any issues that require attention.
- Assist in the logistical planning and implementation of staff development, formation or liturgical celebration initiatives that are led by the Director.
- Coordinate event and meeting arrangements for the Director including scheduling, venue bookings, catering, invitations, budget monitoring and logistical preparations for internal and external events.
- Support credit card reconciliations, staff leave requests and new employee onboarding.
- Participate in regular team meetings, formation opportunities and annual planning meetings of Directorate activities as required.
- Perform other tasks as reasonably required by the Director

Job Competencies – (skills)

- Demonstrated experience providing executive-level administrative support within a complex environment, including diary coordination, document preparation, meeting support and stakeholder liaison.
- Highly developed organisational and time management skills, with the ability to manage competing priorities, exercise initiative and maintain attention to detail while working across multiple activities and projects.
- Strong written and verbal communication skills, including experience coordinating correspondence, reports, meeting papers and other organisational documentation with professionalism and accuracy.

Personal Competencies – (attributes)

- **Integrity -** High level of integrity, honesty and confidentiality, with an awareness and appreciation of Catholic Social Teaching.
- **Confidentiality and Professionalism -** Experience in dealing with confidential information, and demonstrated capacity to maintain confidentiality and professional standards of behaviour in sensitive circumstances.
- **Relationship Building/Collaboration -** Works collaboratively within and across departments, agencies, ministries and parishes of the Catholic Archdiocese of Melbourne and its partners by effectively building formal and informal relationship networks inside and outside the organisation.
- **Communication written and verbal -** Expresses ideas effectively in individual and group situations (including nonverbal communication); adjusting language or terminology to the characteristics and needs of the audience.
- **Flexibility and adaptability -** Maintains effectiveness in varying environments and with different tasks, responsibilities, and people, adjusts quickly to changing priorities.
- **Teamwork -** Works effectively with colleagues to accomplish organisational goals. Takes actions that respect the needs and contributions of others. Helps create and maintain strong morale, spirit, and a feeling of belonging in his/her team. Shares expertise and successes with others. Cooperates with team members to resolve problems and achieve goals.

Key Selection Criteria

- A deep understanding of the mission, values and teachings of the Catholic Church, and the ability to work respectfully and effectively within a Catholic organisation.
- Well-developed administration and technology skills, including proficiency in Microsoft Office Suite (Outlook, Word, Excel, PowerPoint and Teams) and experience maintaining databases, records and administrative systems.
- Demonstrated flexibility and adaptability, with the capacity to respond positively to changing priorities and support events, meetings and initiatives as required.
- Proven ability to work collaboratively within a team environment and build positive working relationships with internal and external stakeholders.
- National Police Record Check (essential).
- Working with Children Check (essential).

Position Description Acknowledgement

By signing my contract, I acknowledge that I have received, reviewed and fully understand the position description for Executive Support Officer. 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: _____