POSITION DESCRIPTION

Personal Assistant to the Director - Education

Organisational Environment

The Queensland Catholic Education Commission (QCEC) is a 16 member body established by the Catholic Archbishop of Brisbane and the Bishops of Cairns, Townsville, Rockhampton and Toowoomba (the Bishops of Queensland) to support and advance Catholic education in Queensland.

The role of QCEC is essentially strategic and a partnership with the five Diocesan and seventeen other Catholic school authorities that administer and manage schools across the state. QCEC is the peak body for Catholic education in Queensland and is the entity recognised by governments for the purpose of funding.

The Bishops of Queensland and those acting for public juridic persons (including Religious Institutes) which operate Catholic schools in Queensland have delegated the following authority and functions to QCEC:

1. Authority and prime responsibility for state-wide policy making, research, advocacy, reporting and negotiations concerning government funding, industrial relations and public relations on state-wide issues.
2. Authority and collaborative responsibility with Catholic school authorities for policy making and actions concerning areas such as reviews, curriculum, religious education outside Catholic schools and social justice matters.
3. Authority and responsibility on an ‘ad hoc’ basis through a consensus of the Commission, to provide services on request or be involved in projects as requested and on behalf of other educational authorities.

A number of committees have been established by the Commission to inform its decision making. The Commission is provided with operational support by a Secretariat of around forty staff who report via unit groups through to the Executive Director QCEC.

In accordance with its Mission Statement, QCEC Secretariat is constantly mindful of education in the wider mission of the Catholic Church and seeks that all employees support QCEC vision, mission and values.

Purpose of the Position

The position of Personal Assistant to the Director - Education provides support to the Director – Education in assisting the Queensland Catholic Education Commission carry out delegations in accordance with its constitution and prioritised strategic objectives.

Operationally, the purpose of the position is to:
- Provide personal secretarial and administrative support to the Director – Education in the leadership of the unit
- Provide general secretarial and administrative support for the functions of the unit
- Provide collaborative support for significant Secretariat undertakings/projects/events
**Key Responsibilities**

**Provide personal secretarial and administrative support to the Director – Education in the leadership of the unit**

- Provide high level administrative support to the Director
- Initiate and handle correspondence and monitor and respond to telephone enquiries
- Preparing paperwork for meetings attended by the Director
- Assist in the preparation of papers, briefing notes, circulars, emails, letters or other written material at the instruction of the Director or other unit members
- Attend to other general administrative tasks at the direction of or on behalf of the Director
- Manage diary and travel arrangements

**Key Performance Indicators**

- Director receives efficient, professional, effective, confidential and timely support
- Implementation of internal office systems and processes are maintained and improved

**Provide general secretarial and administrative support for the functions of the unit**

- Coordinate various administrative tasks for and on behalf of Education Unit staff
- Providing significant assistance in the preparation of submissions and reports utilising a variety of technologies and various methods and procedures
- Manage data and maintain relevant databases using a variety of technologies and software packages (eg Microsoft Word, Publisher, Outlook, PowerPoint and Excel)
- Establish and/or maintain working filing systems
- Coordinate and support the functioning of meetings
- Liaise with a range of stakeholders including the Secretariat staff, Commission members, Catholic School Authorities, networks and external organisations

**Key Performance Indicators**

- Professional execution of required tasks to assist the functions of the Education Unit

**Provide collaborative support for significant Secretariat undertakings/projects/events**

- Coordinate and/or assist with QCEC events
- Coordination, participate or assist in projects and undertakings as required by the Director
- Provide leadership and coordination of activities involving administrative support staff, including sharing coordination and chairing of administrative support staff meetings and liaising on behalf of administrative support staff with the Leadership Team

**Key Performance Indicators**

- Professional execution of tasks ensuring accuracy and confidentiality
- Efficient co-ordination and monitoring of set tasks resulting in timely delivery of all projects.
Reporting Arrangements

Overall reporting responsibility for the position is to the Executive Director. On a day to day basis the position reports to the Director - Education.

The position also entails important working relationships with:
- Administration Support Officer - Education
- Executive Officers - Education
- Personal Assistants and Administration Support Officers

Position Dimensions

<table>
<thead>
<tr>
<th>Direct Staff Reports</th>
<th>Nil</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive Staff assisted</td>
<td>1</td>
</tr>
<tr>
<td>QCEC Secretariat workforce</td>
<td>42</td>
</tr>
</tbody>
</table>

Decision Making Authority

<table>
<thead>
<tr>
<th>Policy</th>
<th>Description</th>
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<tr>
<td>Direct</td>
<td>Applies policies relevant to the administration of assigned tasks</td>
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<tr>
<td>Operational</td>
<td>Prioritises workload autonomously within agreed standards and timeframes under the general guidance of the Director - Education</td>
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<tr>
<td>Financial</td>
<td>Expenditure and authorisation of funds subject to approved budgets and authority limits</td>
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Organisational Requirements

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<tr>
<th>Requirement</th>
<th>Description</th>
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<tr>
<td>Commitment</td>
<td>Demonstrates consistent support for the vision, mission and values of QCEC, and contributes to an equitable, safe and healthy work environment free from discrimination, harassment and bullying.</td>
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<tr>
<td>Compliance</td>
<td>Complies with QCEC Secretariat policies, procedures and protocols as promulgated from time to time.</td>
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Key Skills, Experience and Qualifications

- Tertiary Certificate or equivalent qualifications deemed by the employer as necessary to successfully carry out the duties of the position
- An understanding of and commitment to the ethos of Catholic education and support for the vision, mission and values of QCEC
- Extensive experience as an administrator in an office environment, preferably as a Personal Assistant to a senior executive or in an equivalent role.
- High level interpersonal, organisational and written and verbal communication skills
- Highly developed skills in the use of various technologies, particularly in the use of Microsoft Office Suite and tele/video conferencing
- Demonstrated ability to exercise initiative, accept direction and guidance as appropriate and to operate effectively in a team environment
- Ability to maintain the highest level of confidentiality
- Familiarity with use of web and database technologies
- Knowledge of the educational environment would be highly regarded