



Position Description

Position Title	Executive Assistant to Executive Director
Organisation	Catholic Education Sandhurst Limited (CES Ltd)
Function	Office of the Executive Director
Location	<i>Bendigo</i>
Enterprise Agreement and / or Award	Catholic Education Multi-Enterprise Agreement 2022
Classification	CEO Administration Level 5 - \$97,204 - \$106,540
Remuneration	Dependent upon experience
FTE	1.0
Status	Ongoing
Reports to	Executive Director

Our Organisation

Catholic Education Sandhurst Limited (CES Ltd) is committed to the mission of Catholic Education across the Diocese of Sandhurst. With a rich history dating back to 1853 the Diocese reaches from Central to Northeast Victoria. The organisation employs more than 3000 employees in 52 schools and three early childhood facilities. It also provides support to an additional four secondary colleges owned and operated by Religious Institutes.

CES Ltd participates in the work of the Victorian Catholic Education Authority (VCEA), which has key responsibilities for the allocation and distribution of government funding, facilitating cooperation across the four Victorian Dioceses, and in working and cooperating with government statutory authorities.

The Executive Director of Catholic Education Sandhurst is appointed by the Board of CES Ltd to lead the spiritual, governance, administrative, organisational and service matters to Catholic schools within the Diocese.

The Executive Director and all delegations via that position operate within the parameters of Canon Law and the Catholic Church structures and processes. CES Ltd is the employing authority for its schools.

Our Vision

The vision for CES Ltd is to provide, in partnership with our families and parishes, stimulating, enriching, liberating, sacramental and nurturing learning environments drawn from the Catholic tradition in each of the diocesan school communities.

At the heart of this vision is our commitment to the ongoing duty of care that we have for the safety, wellbeing and inclusion of all children and young people, a pursuit of excellence in all levels of learning and creating communities of welcome, hospitality and inclusion.

We believe:

- that the values of the Gospel are central to who we are, what we do, and how we act
- that we have a vital role in the mission of the Catholic Church to imagine and seek new horizons while respecting our Tradition
- that a strong sense of community is dependent on the quality of our collegial relationships
- that each person's potential is fostered through the dedicated ministry of Catholic Education
- in leadership encompassing vision, innovation, and empowerment.

Our Values

CES Ltd Values underpin and reflect the behaviours we expect of our staff:

Principles of Catholic Social Teaching

The identity of the Sandhurst Catholic School reflects the principles of Catholic social teaching, grounded in the person of Jesus, and interpreted and enacted for the "common good" in response to the "signs of the times".

Respect

Respect for the dignity and potential of each person within a climate that is conducive to peace, security, and development. This must find expression in the relationships, structures, curricula, planning, processes, and care in the everyday life of the school.

Partnerships

The Sandhurst Catholic Schools do not function in isolation. In attending to the religious dimension of education, the most fundamental partnerships are those with parents/guardians and with local Catholic faith communities. The school is part of the wider Church community.

Faith

The tasks of evangelisation, catechesis and religious education are shared by home, school and parish, with each having its own distinct contribution to make in a sense of genuine partnership.

Office Summary

The Catholic Education Sandhurst Office comprises approximately 110 employees working across seven key functional areas, with operational governance responsibility for over 50 schools within the Sandhurst Diocese.

The Executive Director is supported by seven Senior Staff (Chiefs) who lead the following functions:

- Catholic Mission/Learning and Teaching
- School Development and Support
- Early Childhood Education and Care
- Student Pastoral Wellbeing
- People and Culture
- Operations
- Strategy, Risk and Governance

Position Summary

This role is responsible for providing high level, efficient, confidential, executive management support to ensure the efficient and effective functioning of the office of the Executive Director of Catholic Education Sandhurst Limited.

A high level of initiative, discretion, resilience, and confidentiality is vital to this role. This role requires significant collaboration with colleagues across the Catholic Education Sandhurst Limited Executive Leadership Team.

Key Responsibilities

Managing the Executive Director's Schedule	<ul style="list-style-type: none">• Provide advanced calendar management, organising the ED's calendar for internal and external meetings and events, including resolving issues and arranging travel based on the ED's specific needs.• Ensure the ED is fully informed and prepared for meetings and events ahead of schedule.• Manage critical communications along with responding to requests and queries, coordinating, and cultivating internal and external relationships through tasks such as drafting correspondence, preparing agendas, generating budgets and other materials for board and committee meetings.• Protect the organisation with integrity and confidentiality with a well-developed sense of discretion.
Executive Support	<ul style="list-style-type: none">• Primary point of contact for internal and external stakeholders for the Executive Director.

	<ul style="list-style-type: none"> • Build positive working relationships with external stakeholders, including the community. • Prepare and submit correspondence, briefing packs, memos, reports, and papers to support effective time management and optimal business functioning. Compose and prepare confidential correspondence, reports and other complex documents as required. • Understand and triage critical or sensitive issues which may require the immediate attention of the ED or the Executive Leadership Team. • Ensure confidentiality and professionalism is always maintained. • Respond to unsolicited phone calls on behalf of the Executive Director.
General Administration & Record Keeping	<ul style="list-style-type: none"> • Coordinate monthly credit card reconciliations, reimbursements of expenses, gifts purchased, and other financial processes as required. • Ensure timely payment of invoices for suppliers engaged for special events, functions, and lunches. • Keeping records of corporate documents and reports ensuring effective systems and processes for simplified document management. • Manage leave /absence management documentation for senior leaders of CES Ltd, maintaining confidentiality in relation to all staffing matters.
Events	<ul style="list-style-type: none"> • Coordinate events with internal and external stakeholders including scheduling, booking venues, liaising with external providers and contract management, arranging catering, car hire, taxis, purchasing gifts, issuing information and invitations, coordinating speakers, flights, VISAs and controlling event budget as required. • Liaise with suppliers for obtaining quotes and purchasing gifts, catering, accommodation, and flights. Negotiate corporate rates as required.
Special Projects	<ul style="list-style-type: none"> • Complete any short-term ad hoc projects provided by the ED, this could include providing assistance with external suppliers, auditors, etc and /or completing a time specified piece of work. • Ensure procedures are highly systemised, save time and promote efficiency.

Carry out all other duties that are within the limits of the skill, ability, competence, and training of the employee, and aligned with the requirements of the role as may be directed from time to time.

This role may be required to travel at times.

Mandatory Responsibilities and Requirements

Compliance with CES Ltd Policies and Procedures

- All CES Ltd policies and procedures are available in either CompliSpace and/or the Staff Portal. It is expected that all employees of CES Ltd must ensure that they comply with policies, procedures and standard ways of work practices when carrying out their work. Any breaches in compliance may result in disciplinary action.

Compliance with Occupational Health and Safety

- All CES Ltd employees have a responsibility to take reasonable care of their own health and safety along with the safety of others. It is expected that all employees comply with policies, safe work procedures, instructions, and rules of CES Ltd's OH&S Management System.
- All employees must report any hazards or any other health, safety, or wellbeing issues to their team leader/principal. There is also an expectation that employees will actively eliminate hazards, follow instructions, and participate in training and consultation processes.
- All employees who have responsibility to supervise /lead others have additional responsibilities including ensuring that employees have clearly defined safety roles and responsibilities, addressing OH&S issues immediately, be aware of tasks being undertaken by employees and ensure that they have the skills required to perform tasks safely, ensuring training is provided to address any knowledge or skills gaps for performing work safely, ensuring clear policies and procedures are implemented as well as holding regular OH&S meetings with employees and managing non-compliance.
- Depending on the role some employees will also be required to provide evidence of successful completion of First Aid Certificate inclusive of Anaphylaxis training prior to commencing employment with CES Ltd.

Compliance with Child Safety Legislation

- CES Ltd is committed to creating and maintaining a child safe school environment in which all students feel safe and are safe. They do this by promoting the safety, wellbeing, and inclusion of all children. All CES Ltd employees have a responsibility to comply with current Child Safety legislation. This includes keeping up to date with relevant mandatory reporting requirements and maintaining a valid Working with Children check or VIT registration. CES Ltd are committed to ensuring the safety of children in our care, as such, rigorous reference and background checks are conducted at the pre-employment stage. All staff are also expected to comply with the Child Safety Code of Conduct as amended or varied from time to time.

Requirement for onsite work

- CES Ltd values flexibility and supports remote work where able. This position does require the majority of tasks to be conducted at a CES Ltd workplace and as such, the incumbent must be available to work onsite fulltime.

Key Selection Criteria

Essential	Qualifications and Registrations	<ul style="list-style-type: none"> • Experience in an executive support role in a complex environment. • A current unrestricted Victorian Drivers Licence. • A current valid Working with Children check.
	Knowledge and Experience	<ul style="list-style-type: none"> • Demonstrated experience in working in a complex high level executive director/chief executive officer or executive support. • Project coordination and or event management experience and experience in working within a set budget. • Minimum typing speed of 45-60 words per minute with 80% accuracy.
	Commitment to Catholic Education	<ul style="list-style-type: none"> • Demonstrated commitment to Catholic Faith with an understanding and willingness to work within the Catholic ethos, traditions, and practices of the Diocese of Sandhurst.
	Skills and Attributes	<ul style="list-style-type: none"> • Proven ability to maintain high levels of confidentiality while exercising judgment, sensitivity, and discretion. • Well-developed conceptual, research and analytical skills and an ability to prepare a range of reports and correspondence. • Demonstrated high level customer service and communication skills with experience producing business correspondence, reports and meeting papers and an ability to liaise effectively with stakeholders in a culturally diverse environment, dealing efficiently and tactfully with sensitive and confidential matters. • Highly developed word processing and computer skills including a high degree of proficiency within the Microsoft Suite including Teams, Word, Excel, PowerPoint, Google applications and setting up video conference meetings. • Proven ability to communicate clearly, actively listen to others and respond with understanding and respect. • Proven organisational skills, ability to prioritise own workload and to use sound judgement, managing competing demands and delivering high quality outcomes with exceptional attention to detail. • Ability to establish and maintain effective interpersonal relationships with a wide range of people and groups including the Board, ELT, parents, and the community. • Ability to plan, deliver and communicate progress on projects with key stakeholders within budget and in a timely manner.

		<ul style="list-style-type: none"> • Ability to cooperate and collaborate as a team member with the ability to prioritise competing priorities. • Demonstrated capacity to participate in a range of CES Ltd activities including functions and events. • Personal qualities of confidentiality, initiative, patience, cooperation, commitment, and enthusiasm.
Desirable		<ul style="list-style-type: none"> • Experience in an education environment would be highly regarded.