



# Catholic Education Sandhurst Limited

## Diocese of Sandhurst

### BOARD EXECUTIVE ASSISTANT

Catholic Education Sandhurst Ltd (CES) has an exciting opportunity for a Board Executive Assistant to join the Strategy, Risk and Governance team. This position will be responsible for the efficient and effective functioning of all CES Ltd Boards and Committees. Primary responsibility will be to provide board and committee governance support, including collation and distribution of board and committee agendas, minute-taking, maintaining action registers, and ensuring all governance processes and compliance obligations are kept up to date with appropriate legislation.

#### We can offer you:

- The opportunity to work with a friendly and collaborative team.
- Generous leave provisions. (6 weeks plus public holidays).
- Hybrid working arrangements.
- The opportunity to be based in either Bendigo, Tatura, or Wangaratta.
- Remuneration of \$94,345 plus superannuation.

#### You will have:

- Demonstrated experience and ability to apply good judgement and discretion to the content of Board and Committee papers, minutes, and other documents.
- Demonstrated ability to maintain confidentiality and apply discretion regarding Board and Committee matters.
- Significant experience in working with boards and undertaking board secretarial functions.
- Well-developed word processing and advanced computer skills.

**Closing Date for Applications:**  
**5.00 pm Monday 14 November 2022**

For more details about the role please download the position description from [www.ceosand.catholic.edu.au](http://www.ceosand.catholic.edu.au)  
Please email your cover letter, resume and your responses to the key selection criteria to [recruitment@ceosand.catholic.edu.au](mailto:recruitment@ceosand.catholic.edu.au)



CES Ltd embraces diversity and social inclusion  
and encourages people from diverse backgrounds to apply.

We are committed to promoting the safety, wellbeing, and inclusion of all children.