



# Position Description

<b>Position Title</b>	<b>Administration Assistant to Chief Student Pastoral Wellbeing Officer</b>
<b>Organisation</b>	Catholic Education Sandhurst Limited (CES Ltd)
<b>Team</b>	Student Pastoral Wellbeing
<b>Location</b>	<i>Bendigo</i>
<b>Enterprise Agreement and or Award</b>	Victorian Catholic Education Multi-Enterprise Agreement 2018
<b>Classification</b>	CEO Administration Level 3
<b>Remuneration</b>	\$78,086 to \$83,711 (excluding superannuation) ( <i>pro rata</i> )
<b>FTE</b>	0.9 FTE
<b>Status</b>	Ongoing
<b>Reports to</b>	Chief Student Pastoral Wellbeing Officer

## 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 supports more than 3000 employees in 52 schools and 2 early childhood facilities. It also provides support to 4 secondary colleges owned and operated by Religious Institutes.

CES Ltd participates and cooperates in the work of the Catholic Education Commission of Victoria Ltd (CECV), 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 Chief Executive Officer of Catholic Education Sandhurst is appointed by the Board of CES Ltd to support the administrative, organisational and service matters to Catholic schools within the Diocese.

The Chief Executive Officer 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 and acknowledges and respects the role of Parish Priests within the Parish communities in which schools are located and supported.



## Our Vision

The vision for CES Ltd is to provide, in partnership with our families, stimulating, enriching, liberating, and nurturing learning environments in each of the Catholic school communities within the Diocese. 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.

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".

These principles require that the dignity and potential of each person be fully respected 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.

### 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.



## Function Summary

Catholic Education Office Sandhurst (CEOS) comprises approximately 100 employees working across 7 key functional areas, supporting over 50 schools within the Sandhurst Diocese based across Bendigo, Tatura, and Wangaratta.

The Chief position within each function reports directly to the Chief Executive Officer of Catholic Education Sandhurst (CES) and the 7 functional areas comprise of:

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

The Student Pastoral Wellbeing function develops and delivers strategic system-wide initiatives, policies and guidance that enable CES Ltd schools to create safe, supportive, empowering and respectful learning environments that support students to manage their wellbeing and achieve success.

The function promotes a culture of innovative system and school practice, taking a salutogenic approach, designed to enhance the spiritual, physical, cognitive, social and emotional wellbeing of students in a context of quality teaching and learning.

Key areas of activity include:

- behaviour and engagement
- school attendance
- health and wellbeing
- family and community engagement
- student voice
- safeguarding.

## Position Summary

This role is responsible for providing administrative support to the executive leadership team allocated to them. This includes but is not limited to managing diaries, preparing meeting agendas and recording and transcribing minutes of meetings and following up actions, supporting projects and programs of work within the team, and preparing reports, resources and other documentation as required.



The candidate will have strong experience in administration, be well organised and detail focused and have excellent written and verbal communication skills.

## Key Responsibilities

<b>Primary point of contact</b>	<ul style="list-style-type: none"> <li>• The Administration Assistant serves as the receptionist /primary point of contact for the Student Pastoral Wellbeing function.</li> <li>• Coordinate requests for information from internal and external stakeholders and answer queries, ensure timely responses and undertake follow up action as required.</li> <li>• Where relevant, manages the team's joint inboxes, triaging and referring emails to the relevant subject matter expert.</li> <li>• Ensure that confidentiality is maintained and that compassionate, competent customer service is offered within the framework of the mission, values, and vision of CES Ltd.</li> <li>• Understand critical or sensitive issues which may require the immediate attention of a senior leader.</li> <li>• Triage invitations and important issues and ensure items are followed up and responded to in a timely manner.</li> <li>• Respond to unsolicited phone calls, redirect calls to others as required or resolve the query.</li> <li>• Communicate and liaise with Catholic Education Sandhurst office staff, school staff, principals, Parish clergy, Chancery staff, Church and other agencies as well as the wider community as required.</li> </ul>
<b>Executive and Personal Support to Chief</b>	<ul style="list-style-type: none"> <li>• Monitor the email inbox of the Chief and respond or redirect as appropriate.</li> <li>• Provide confidential administrative and executive support to the Chief ensuring that they are organised and prepare for the day/week ahead.</li> <li>• Conduct regular briefings with the Chief to ensure that fully informed including with meeting agendas and key correspondence.</li> <li>• Maintain thorough knowledge of the team and organisation, as well as an understanding of key relationships and team objectives.</li> <li>• Build positive working relationships with both internal and external stakeholders – ensure resolution of time sensitive and critical matters by delivering clear communication as required.</li> <li>• Ensure resolution of time sensitive and critical matters by delivering clear communication as required.</li> </ul>



	<ul style="list-style-type: none"> <li>● Manage high volumes of correspondence and emails for the team – take action by responding where appropriate and forward to relevant team member in a timely manner.</li> </ul>
<b>Meeting support</b>	<ul style="list-style-type: none"> <li>● Prepare and distribute agendas, correspondence and minutes of meetings.</li> <li>● Record and transcribe minutes of meetings and follow up actions.</li> <li>● Monitor action summaries from meetings attended by the Chief and ensure those allocated are attended to in a timely manner.</li> </ul>
<b>Supporting team projects</b>	<ul style="list-style-type: none"> <li>● Provide assistance to team members as required to support any team initiatives and or projects. This may include but is not limited to undertaking background research and organising logistics and or resources for a project.</li> <li>● Providing general administration to team members as required including but not limited to binding, photocopying, scanning, mail outs, formatting documents, and printing.</li> </ul>
<b>Records Management</b>	<ul style="list-style-type: none"> <li>● Ensure all personal and confidential records are accurate and maintained in accordance with best practice and legislative requirements.</li> <li>● Maintain systems and electronic filing systems for recording and storing information and documenting procedures to enable efficient retrieval of information as required.</li> <li>● Work collaboratively with other CES Ltd employees to ensure any new systems and processes are supported.</li> <li>● Maintain databases of information for CES Ltd as required.</li> </ul>
<b>Customer Service</b>	<ul style="list-style-type: none"> <li>● Provide efficient and effective customer service, dealing with queries promptly and in a courteous, helpful, and friendly manner.</li> <li>● Respond to general administrative queries and escalate any issues as required.</li> <li>● Ensure that confidentiality is maintained and that a compassionate, competent customer service is offered within the framework of the mission, values and vision of CES Ltd.</li> <li>● Understand critical or sensitive issues which may require the immediate attention of the Chief.</li> </ul>
<b>Administration Support</b>	<ul style="list-style-type: none"> <li>● Perform general administration for the Student Pastoral Wellbeing function in a timely manner, this includes but is not limited to binding, photocopying, laminating, scanning, mail outs, formatting documents, printing, archiving, restocking office equipment and groceries, stationery ordering, disposal of secure bins, and reporting office equipment faults.</li> </ul>



	<ul style="list-style-type: none"> <li>● Assist with bulk mail outs as required.</li> <li>● Assist with formatting, proofreading, creation of publications, and printing and sending out booklets as required.</li> <li>● Assist with raising purchase orders and processing of invoices as required.</li> <li>● Develop and send out google forms as required.</li> </ul>
<b>General Office Reception</b>	<ul style="list-style-type: none"> <li>● Provide leave cover assistance with general reception support as required including but not limited to opening and closing the office, turning heating and cooling on and off, changing the bible reading of the day, greeting and welcoming visitors coming to the office, showing them to meeting rooms and providing an orientation to toilet and kitchen facilities as required, answering telephone queries where possible, entering complaints into Polonius system.</li> </ul>

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.

## 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.



- All employees will be required to provide evidence of vaccination status prior to commencing employment with CES Ltd. Depending on the role some employees will also be required to provide evidence of successful completion of First Aid Certificate inclusive of Anaphylaxis training.

### **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.
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## **Key Selection Criteria**

<b>Essential</b>	<b>Qualifications and Registrations</b>	<ul style="list-style-type: none"> <li>• A current unrestricted Australian Drivers Licence.</li> </ul>
	<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• Demonstrated experience in working in an executive support or administrative role.</li> <li>• Minimum typing speed of 45-60 words per minute with 80% accuracy.</li> </ul>
	<b>Commitment to Catholic Education</b>	<ul style="list-style-type: none"> <li>• Demonstrated commitment to Catholic Faith with an understanding and willingness to work within the Catholic ethos, traditions, and practices of the Diocese of Sandhurst.</li> </ul>
	<b>Commitment to Child Safety</b>	<ul style="list-style-type: none"> <li>• Willing to undergo or provide a current and satisfactory working with children check.</li> <li>• Ability to demonstrate an understanding of appropriate behaviours when engaging with children.</li> </ul>



		<ul style="list-style-type: none"> <li>● Acknowledge and appreciate the strengths of Aboriginal culture and its importance in the wellbeing and safety of Aboriginal students.</li> </ul>
	<b>Skills and Attributes</b>	<ul style="list-style-type: none"> <li>● 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.</li> <li>● Highly developed word processing and computer skills including a high degree of proficiency within the Microsoft Suite including Microsoft Word, Excel, PowerPoint, and Google applications.</li> <li>● Demonstrated high level customer service skills with an ability to liaise effectively with stakeholders in a culturally diverse environment, dealing efficiently and tactfully with sensitive and confidential matters.</li> <li>● Excellent written and verbal communication skills.</li> <li>● Personal qualities of confidentiality, initiative, patience, cooperation, commitment, and enthusiasm.</li> </ul>
<b>Desirable</b>	<b>Qualification and Registrations</b>	<ul style="list-style-type: none"> <li>● Certificate IV qualifications in a relevant field or equivalent.</li> </ul>
	<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>● Experience in an education environment would be highly regarded.</li> <li>● Keen interest in student pastoral wellbeing.</li> </ul>