

POSITION DETAILS

Title of Position: Data	Executive Assistant to Director
Reports to:	Director
Section:	School Quality and Performance
Team:	School Quality and Performance
Number of Direct Reports:	Nil
Classification:	Level E1

BROAD PURPOSE

Catholic Education South Australia (CESA) has embarked on a significant period of innovation and change to respond to opportunities emanating from the South Australia Commission for Catholic Schools (SACCS) strategy, Towards 2027: Expanding Horizons and Deepening Practices.

Catholic schools and the Catholic Education Office (CEO) work in partnership with families, children, and young people to give life to the Living, Learning, Leading Framework and to successfully position CESA as the leading education system and an employer of choice.

POSITION OVERVIEW

To provide high level executive support to the Director and to support key team leaders and managers within the School Quality and Performance Section. The position is responsible for ensuring the effective and efficient administration for the Office of the Director and, where required, the provision of high level writing and research assistance to the work of the Director in contributing Catholic Education South Australia's (CESA) Strategic priorities as currently outlined the Corporate Plan.

The position also provides executive support to the SACCS Education Standing Committee.

The position requires a high degree of flexibility, discretion, confidentiality, professionalism and attention to detail, promoting a culture focused on outcomes, service delivery and continuous improvement.

SIGNIFICANT WORKING RELATIONSHIPS

- Director
- Executive Director, Catholic Education SA
- Diocesan Director, Port Pirie Diocese
- Chair – SACCS Learning, Wellbeing & Inclusions Standing Committee & Members
- Contractors and Vendors
- Director & Leadership Team
- SQP and CEA Administration staff
- School personnel including Principals, Deputy Principals, School Leaders & Staff
- SQP Managers, Education Advisors & System Coaches within the SQP section & across the office
- Other Catholic & External Organisations

KEY RESPONSIBILITIES

OPERATIONAL & TECHNICAL

The provision of end-to-end executive and administration support for the Director - not limited to:

- Acting, in as the first point of contact with internal and external stakeholders to the Director and bringing urgent matters to the Director's attention.
- Providing timely, effective diary management by prioritising and organising meetings with internal and external stakeholders.

- Preparing and tracking correspondence, producing memoranda, letters, presentations and reports both of a general and confidential nature on behalf of the Director.
- Receive, and where appropriate, re-direct or respond to emails and letters, drafting responses on behalf of the Director.
- Liaising and working with the Director and members of the Leadership Team and their assistants to ensure the Director's committee reports, papers and presentations are prepared.
- Liaise and work with Schools Quality and Performance Section Managers and Team Leaders and their assistants to ensure the Director's committee reports, papers and presentations are prepared.
- Facilitating prompt turnaround of matters requiring the Director's input or execution of documents.
- Producing agendas, briefing papers and background research required for meetings and appointments.
- Providing high level assistant support for committees/meetings as required by the Director, including minuting meetings, agenda preparation, document maintenance & distribution.
- Coordinate the provision of briefings to the Director to ensure all relevant information is provided prior to appointments and meetings.
- Facilitate prompt turnaround of matters requiring the Director input or execution of documents.
- Working effectively across the range of complex and confidential matters aligned to the Director's work.
- Providing personal assistance to the Director with work-related expenses, personal leave arrangements, vehicle maintenance (e.g. service).
- Organising travel and conference arrangements including flights and accommodation requirements.

Office of Director Management/Administration

- Develop and maintain a records management and filing system for the Director.
- Work collaboratively with other Section Administrators to ensure the smooth running of the day-to-day administrative operations of the Section.
- Compiling itineraries for Director travel - including the preparation of agendas, briefing papers and background research required for meetings and appointments.
- Preparing for events and meetings including catering and room preparation.
- Coordinate events and conferences, such as the Catholic Education Annual Awards event.
- Developing and creating procedures, processes and relevant supporting documentation to meet accountability requirements.
- Provision of administrative assistance and support to the wider SQP team as required.
- Develop and manage strong professional relationships with the leadership team, executive level administrative staff (internal and external) and all CEO staff.

Project and Research Support

- Undertake research and analysis in order to support project work and complex communications.
- Draft and prepare documents, communications and correspondence of a more specialist nature including external correspondence, policy papers, reports, briefings, procedural documentation, templates and other sensitive correspondence.
- Liaise and consult with government agencies (federal, state and local).
- Support the SQP Section with financial administration including invoice payment and staff reimbursement for the SQP Team.
- Initiate and manage high level tasks and projects with little or no supervision.
- Maintain and grow strong professional relationships with administrative staff (internal and external) and all CEO staff.

- Any other reasonable duties required by the Director.

BEHAVIOURAL

- A commitment to the Catholic ethos and to the mission and values of the CEO.
- Excellent organisational and time management skills, the capacity to successfully multitask, managing competing priorities, maintaining attention to detail and meeting deadlines.
- Excellent interpersonal skills with an ability to positively influence stakeholders.
- Capacity to work independently with minimal direction and collaboratively in a team environment.
- Sound judgement, initiative and an appropriate sense of urgency.
- A positive, can-do outlook, displaying resilience and a calm manner under pressure.
- Professionalism and discretion maintaining confidentiality.

SELECTION CRITERIA

QUALIFICATIONS:

- Business Administration or relevant Tertiary qualifications is desirable.

KNOWLEDGE, SKILLS & EXPERIENCE

Essential

- Extensive experience in providing professional support and assistance at a Senior Level.
- Experience in effective minute taking.
- Proven experience in the administration of minor projects.
- Superior verbal and written communication skills with an ability to compose correspondence at a Senior Level.
- Experience in providing a broad range of administrative and related clerical services.
- Advanced computing skills – advance proficiency in Microsoft Office applications, in particular; Word, Excel, PowerPoint.

Desirable

- Proficiency in shorthand would be advantageous.

OTHER CONDITIONS

- Support CESA's Values:
 - *Openness to God's Spirit at work in our midst and living in Catholic faith.*
 - *Respect for the dignity of each person*
 - *Commitment to processes of learning that are formative, challenging, engaging, life-long and life-wide.*
 - *Inclusivity of those at the edges*
 - *Sensitivity, justice, and compassion*
- Participate in good character screening processes.
- Hold a current acceptable Working with Children Check (WWCC) clearance & SAVA Catholic Clearance.
- Always act in accordance with the CESA Code of Conduct and the Charter for Staff in Catholic Schools in South Australia.
- Comply with the Work Health & Safety management system and, as a worker, while at work, take reasonable care for their own health and safety.
 - Take reasonable care that their actions or omissions do not adversely affect the health and safety of other persons.
 - Comply, in so far as they are reasonably able, with any reasonable instruction given by the employer.
 - Co-operate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers.

- Hold current certification in Responding to Risks of Harm, Abuse and Neglect in Education and Care Settings.

NOTE: Copies of the above listed qualifications/licences/certificates are required as evidence on appointment.

Being vaccinated against COVID-19 is not mandatory for CESA staff. It is highly recommended for all CESA staff to maintain vaccination status as recommended by the policy.

This position information document indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks and outcomes.