

# Executive Assistant

Classification:	CEMEA 2022, Education Support Staff, Category C or A, Level 4
Employment Type:	Full time; ongoing
Reports to:	Principal
Direct Reports:	N/A

## Context

Sacred Heart College is a proud, dynamic, high performing school community with strong traditions, a rich history and a deep sense of community and welcome. Our Catholic identity is best exemplified through a program of education that encourages students and staff to pursue the Mercy values of compassion, justice, respect, hospitality, service and courage. The Sacred Heart Way is identified through actions that uphold and



advance Catherine McAuley's vision of the lived Gospel, which is at the heart of our community.

[Strategy 2021 and Beyond](#) articulates our vision of educating girls in the Mercy tradition to make a difference in our changing world. Key elements of the strategy focus on opportunities to reimagine learning that enables members of our school community to be creative, self-directed and critical thinkers, who are inspired to learn, whose natural inquisitiveness is nurtured and who strive for excellence.

## Primary Purpose and Key Priorities of Position



*Educating Girls to Make a Difference*

A Ministry of Mercy Education Limited ABN 69 154 531 870

The Executive Assistant will undertake a range of executive support and administrative responsibilities, including but not limited to:

- Calendar and event planning and management
- Managing communications on behalf of the Principal
- Liaising with staff, families, students and other stakeholders
- Preparing reports and presentations using a range of systems and formats
- Meeting and travel coordination
- Managing projects
- Negotiating contracts and liaising with vendors
- Overseeing credit card expenditure and budgets
- Administration for relevant compliance projects and tasks including audits

The Executive Assistant represents the College and the Principal, and in doing so will be required to demonstrate:

- A highly professional manner
- Independent thinking, routinely anticipating needs and accomplishing objectives and tasks with minimal direction
- Exceptional collaboration and communication skills, compiling and delivering clear, concise and persuasive communications both in writing, in person and using social media networking platforms
- Outstanding organisational skills with a strong commitment to detail
- A desire and willingness to learn in order to stay abreast of new procedures and technologies
- An ability to prioritise, delegate and proactively follow-up, resolve problems, avert crisis and fulfil commitments

## **Other accountabilities and duties**

In addition to the primary purpose and key priorities, the Executive Assistant will:

- Undertake other reasonable duties as directed
- Document and maintain procedures relevant to the position
- Comply with the standards of a Child Safe organisation
- Maintain and contribute to individual and collective responsibility for Health and Safety at the College
- Undertake relevant professional and technical development



The Executive Assistant will have responsibility for ensuring administrative tasks, protocols and procedures relevant to the role are undertaken.

## Key Relationships

Key relationships include:

- Principal
- Members of the College Leadership Team
- College Leadership Team Assistant
- Staff
- Families and students
- External agencies and governing authorities



## Experience, Skills and Qualifications

### Essential

- Extensive experience in an executive assistant position or similar
- High level interpersonal and communication skills, including the ability to communicate with a broad range of stakeholders and to develop effective relationships
- High level organisational skills and ability to prioritise workflows, including acute attention to detail
- Ability to work independently and proactively
- High level initiative, flexibility, judgment and discretion in relation to the exercising of all duties
- Commitment to professional growth, evidenced through formal and informal learning
- Ability to put in place and/or review systems and practices to ensure a continued strength in efficiency and quality output
- Exceptional technology and systems skills, particularly in relation to the Microsoft Office and Google Suites
- Commitment to work within and positively advance the mission and Mercy values
- Understanding and/or appreciation of the principles of a Catholic community organisation

### Desirable

- Professional Industry membership, or involvement in relevant networks
- A current Victorian Drivers Licence

This position requires a current Police Check, Employee Working with Children Check and drivers' licence.

## Child Safety

The Executive Assistant will be committed to the College's child-safe policy, comply with the Child Safety Code of Conduct, Mercy Education Limited Code of Conduct and all other policies and procedures relating to child safety. They will demonstrate a duty of care to students in relation to their wellness for learning, and will proactively support a child safe environment.

## Acknowledgment

A holder of this position does so acknowledging:

- they have read and understood the general requirements of the position;
- they are suitably qualified and capable to undertake the responsibilities within;



- this position description serves to describe the position as accurately as possible but does not constitute a full statement of duties; and
- that other reasonable duties may also be allocated.



## General Work Description - Education Support Services, Level 4 (CEMEA)

<b>Competency</b>	<ul style="list-style-type: none"> <li>Competency at this level may include Level 1 – 3 competencies. In addition, competency at this level operates within broad principles set by management.</li> <li>An employee at this level is expected to undertake a high proportion of tasks involving complex, specialised and/or professional functions.</li> <li>A role at this level may coordinate or manage a specific functional responsibility and/or liaise with the general community, government agencies or service providers.</li> </ul>
<b>Judgement, Independence and Problem-Solving</b>	<p>Roles at this level will generally require employees to:</p> <ol style="list-style-type: none"> <li>independently relate existing policy to work assignments and apply a specific body of knowledge to solve problems.</li> <li>use theoretical principles in modifying and adapting techniques.</li> </ol>
<b>Direction</b>	<ol style="list-style-type: none"> <li>Broad direction, working with a degree of autonomy.</li> </ol>
<b>Supervision</b>	<p>Roles at this level may be required to:</p> <ul style="list-style-type: none"> <li>supervise students while performing their normal duties but may not be used instead of a Teacher.</li> <li>co-ordinate or manage a specific functional responsibility and/or manage other employees including administrative, technical and/or professional employees.</li> </ul>
<b>Qualifications and Experience</b>	<p>Level 4 duties typically require a skill level which assumes and requires knowledge or training equivalent to:</p> <ul style="list-style-type: none"> <li>a degree with relevant work experience;</li> <li>extensive experience and/or management expertise in the relevant field; or</li> <li>an equivalent combination of relevant experience and/or education/training.</li> </ul>

