



## Role Description

<b>Title:</b>	Administration Officer	<b>Location:</b>	Toowoomba
<b>Reports to:</b>	Principal	<b>Classification:</b>	School Officer Level 3
<b>School:</b>	St Saviour's College	<b>Tenure:</b>	Fixed term, Term time

### 1.0 Purpose

The employee in this position is required to demonstrate competency involving the application of knowledge with depth in some areas and a broad range of skills. There is a range of roles and tasks in a variety of contexts, where there is some complexity in the extent and choice of actions required. Competencies are within routines, methods, and procedures. Some discretion and judgment are involved in the selection of equipment, work organisation, services, actions and achieving outcomes within time constraints.

The support provided by the role holder will be guided by

- Jesus Christ and his teachings as understood and passed on by the Catholic Church
- other Catholic Church teachings, principles, and values
- relevant legislation, government requirements, and best practice
- Diocesan Strategic Plan, mission, vision, policies, frameworks, procedures and guidelines
- relevant Directorate strategies: Mission, Vision, Policies, Directives, Procedures, and Guidelines

### 2.0 Experience and qualifications

#### Essential

- a tertiary qualification at certificate level or equivalent qualifications and/or demonstrated experience relevant to the position is highly desirable
- demonstrated experience providing a range of administrative, receptionist and secretarial support services
- demonstrated experience in providing financial administration services
- Effective relationship building and influencing skills
- advanced interpersonal and communication skills
- demonstrated experience working with the Microsoft suite of products
- demonstrated well developed organisational skills including the ability to prioritise and meet competing deadlines
- ability to exercise initiative and flexibility in working in a team environment with minimal supervision
- empathy with the values and ethos of the Catholic faith
- current '**working with children check**' positive notice issued by the Public Safety Business Agency, or a willingness to apply for this card and pay the appropriate fee

## Desirable

- minimum of 2 years of experience in a similar role
- current Senior first aid qualification

## 3.0 Key result areas

3.1 Contributes to and promotes the development, alignment, attainment, and review of the strategic goals for the Diocese of Toowoomba Catholic Schools (TCS)

3.2 Achieve results

3.3 Collaborates and communicates with other members of TCS and a range of external stakeholders to ensure high professional standards are met

3.4 completes other duties that are directed as needs change or grow if the duties are consistent with the purpose of this position and any relevant legal and/or industrial obligations

3.5 aware of the impact of own behaviour on others complete other duties that are directed as needs change or grow if the duties are consistent with the purpose of this position and any relevant legal and/or industrial obligations

## 4.0 Statement of responsibility

4.1 The incumbent performs the role cognisant of and in harmony with the vision and mission of TCS

4.2 The incumbent will work cooperatively with other key stakeholders both within TCS and external agencies to ensure that services are delivered in a planned, coordinated and strategic manner.

4.3 The role holder will engage in performance reviews in accordance with TCS policy and procedure.

4.4 While at work the role holder must

- take reasonable care for his or her own health and safety
- take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons
- comply, so far as the role holder is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with the Work Health and Safety Act
- cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.

## 5.0 Authority limits

Full authority is delegated from the Principal to produce the desired outcomes. Authority to commit funds is restricted to approved budget items and can only be authorised by the Director. The ceiling on individual purchases is nil.

## 6.0 Reporting and other relationships

The Administration Officer reports directly to the Principal. Other significant relationships exist with members of the Toowoomba Catholic Schools Office, the Executive Director and the members of the Executive Leadership Team (ELT).

## Duties statement

### Administration Officer – Level 3

**Please note:** this statement links to the key result areas in the Role Description

#### **3.1 contribute to and promote the development, alignment, attainment, and review of strategic goals for the Diocese of Toowoomba Catholic Schools (TCS)**

- 3.1.1 contribute as a member of the School to achieve the strategies set out in the School's Strategy and the TCS Strategic Plan
- 3.1.2 provide information in line with TCS administrative policies, procedures and guidelines to support TCSO staff in their roles
- 3.1.3 assist your supervisor in identifying administrative support needs, including identifying service and support issues and offering solutions and improvements and contribute to the development of standardised policies and procedures
- 3.1.4 contribute to the recruitment and selection, induction and training of administration staff as directed by your supervisor or line manager
- 3.1.5 attend professional development as appropriate

#### **3.2 Achieve Results**

- 3.2.1 contribute to the day to day administrative support of TCSO, including identifying service and support issues and offering solutions and improvements
- 3.2.2 sort, record, draft, format and check correspondence and documents as directed by your supervisor and/or your line manager/s adhering to TCSO standards, including the use of style guides, templates, and other corporate standards
- 3.2.3 provide administrative support for meetings including preparing agendas, papers and minutes
- 3.2.4 arrange appointments, meetings and conferences including the booking of venues, travel arrangements and accommodation exercising assigned financial, purchasing and administrative authorities
- 3.2.5 complete a range of financial administrative activities and operations
- 3.2.6 under the direction of your supervisor and/or line manager, assist with regular budget reviews and provide TCSO staff with a budget and purchasing information
- 3.2.7 assist with the management and coordination of resources including regular stocktakes
- 3.2.8 coordinate the maintenance, set up and clearing of conference and meeting rooms and associated hospitality
- 3.2.9 assist with organising office maintenance as directed by your supervisor and/or line manager

#### **3.3 Collaborate and communicate with other members of the school and the members of the other directorates within TCS to ensure that high professional standards are met**

- 3.3.1 receive visitors and delegations to TCSO
- 3.3.2 communicate with internal and external stakeholders e.g. school staff, Clergy, community members
- 3.3.3 maintain highly functional and collaborative working relationships with colleagues by interacting effectively, contributing to discussions and seeking advice
- 3.3.4 understand and accept the contributions of others in a multi-disciplinary and collaborative environment to provide a highly competent and seamless service to TCS
- 3.3.5 establish and maintain effective communication networks with stakeholders
- 3.3.6 work collaboratively with stakeholders

**3.4 complete other duties that are directed as needs change or grow if the duties are consistent with the purpose of this position and any relevant legal and/or industrial obligations**

- 3.4.1 duties may include the completion of project work that presents itself during the operational and strategic review of the actions associated with the School's Strategy, TCS Strategic Plan or other directorate strategies
- 3.4.2 apply day to day independence in determining work schedules and sequences within a well-defined environment with regular supervision by your supervisor and/or line manager/s
- 3.4.3 participate in performance and development conversations and attend to professional learning needs as identified during these conversations

**3.5 Complete other duties that are directed as needs change or grow if the duties are consistent with the purpose of this position and any relevant legal and/or industrial obligations.**

- 3.5.1 other duties, consistent with the duties and responsibilities of the position as directed by your supervisor, line manager/s or their nominated delegate