



Role Description

Title:	Administration Officer	Location:	Toowoomba Catholic Schools Office
Reports to:	Executive Officer	Classification:	Administration Officer Level 3
Directorate:	Office of the Executive Director	Tenure:	Fixed term, Part time

1.0 Purpose

The Administration Officer contributes to the overall mission of Diocese of Toowoomba Catholic Schools (TCS) by providing administrative support within the Toowoomba Catholic Schools Office (TCSO). The role holder works in collaboration with all TCSO Administration Officers to provide excellence in whole of office administrative support.

2.0 Experience and qualifications

Essential

- empathy with the values and ethos of the Catholic faith
- qualification at certificate level or equivalent qualifications and/or demonstrated experience relevant to the position
- effective relationship building and influencing skills
- effective interpersonal and communication skills
- the ability to apply knowledge and skills to a range of tasks
- demonstrated organisational skills including the ability to prioritise and meet competing deadlines
- the ability to exercise initiative and flexibility in working in a team environment with minimal supervision
- demonstrated advanced level skills in the use of the Microsoft Office suite

Desirable

- a minimum of 2 years' experience in a similar role

3.0 Key result areas

- 3.1 provide administrative support within established routines and procedures
- 3.2 complete a wide variety of administrative tasks; applying discretion and judgement to achieve required outcomes, where required
- 3.3 collaborate and communicate with others to ensure that high professional standards are met
- 3.4 contribute to and promote the development, alignment, attainment, and review of strategic goals for the Diocese of Toowoomba Catholic Schools (TCS)
- 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

4.0 Statement of responsibility

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 Statement of duties

The information detailed above is an accurate reflection of this role. Attached to this role description is a **duties statement** that covers a selection of activities in which the incumbent might engage. The list is neither prescriptive nor exhaustive.

Duties Statement

Administration Officer (Level 3)

3.1 Provide administrative support within established routines and procedures

- carry out a wide range of administrative duties at an advanced level, including typing, word processing, managing electronic and hard-copy records and other tasks
- maintain data and prepare reports for review and authorisation by supervisor and/or manager
- draft agendas for meetings, collate other documentation and take and produce meeting minutes as requested
- draft and type routine correspondence from brief oral or written instructions
- monitor and maintain levels of stationery and other stores or materials for Toowoomba Catholic Schools Office (TCSO)
- make and record appointments on behalf of others and, where necessary, resolve appointment scheduling issues
- make travel and accommodation bookings as requested
- respond to enquiries from both internal and external stakeholders

3.2 Complete a wide variety of administrative tasks; applying discretion and judgement to achieve required outcomes, where required

- monitor progress against performance expectations and alert supervisors and line managers if work is behind schedule, making alternative arrangements to ensure that expectations are met
- see tasks through to completion, working within agreed priorities and working independently on routine tasks, and accepting more challenging tasks
- participate actively in teamwork and activities
- take personal responsibility for accurate completion of work and seek assistance when required
- apply discretion and judgement in approaching and completing tasks which may vary in their complexity, where required

3.3 Collaborate and communicate with others to ensure that high professional standards are met

- maintain highly functional and collaborative working relationships with colleagues by interacting effectively, contributing to discussions and seeking advice
- understand and accept the contributions of others in a multi-disciplinary and collaborative environment to provide a highly competent and seamless service
- establish and maintain effective communication networks with stakeholders and work collaboratively with stakeholders
- respond under direction to changes in stakeholder needs and expectations

3.4 Contribute to and promote the development, alignment, attainment, and review of strategic goals for Diocese of Toowoomba Catholic Schools (TCS)

- contribute to the achievement of priorities set out in the TCS Strategic Plan
- participate fully in annual goal setting, monitoring and review of performance in collaboration with the Executive Officer
- identify issues that may impact on work and alert supervisors and/or managers with suggested improvements or solutions

- attend professional development and team days as appropriate
- document and report on the progress of strategies and initiatives, as required

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

- the employer may direct an employee to carry out such duties as are reasonable within the limits of the employee's skill, competence and training; consistent with the classification structure within the current agreement
- any direction issued by the employer shall be consistent with the employer's responsibilities to provide a safe and healthy work environment