



Role Description

Title: Administration Officer **Location:** Toowoomba Catholic Schools Office

Reports to: Executive Officer **Classification:** TCSO Level 4

Directorate: Office of the Executive Director

1.0 Purpose

The Administration Officer contributes to the overall mission of Diocese of Toowoomba Catholic Schools (TCS) by providing administrative support within 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

- minimum of 5 years' experience in a similar role

3.0 Key result areas

- 3.1 provide high level administrative support to a wide variety of tasks where there is complexity in the ranges of choice of actions required
- 3.2 complete a wide variety of administrative tasks, applying discretion and judgement for self/or others to achieve required outcomes
- 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 (TCSO Level 4)

3.1 Provide high level administrative support in a variety of contexts

- 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
- answer non-standard executive correspondence and prepare papers, briefing notes, or other written material, as required
- within a variety of routines, methods and procedures, provide significant administrative assistance
- monitor and maintain levels of stationery and other stores or materials for 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 for self/or others to achieve required outcomes

- monitor progress against performance expectations and alert supervisors and line managers if work is behind schedule, making alternative arrangements to ensure expectations are met
- establish work plans to deliver on goals and priorities
- understand individual and team capabilities and make effective use of own capabilities to achieve outcomes
- review task performance and communicate outcomes to supervisors and line managers
- apply discretion and judgement in approaching and completing tasks which may vary in their complexity, where required
- apply knowledge of advanced functions of computer software packages (eg Microsoft Office Suite) and manage data (eg modify fields of information, develop new databases or spreadsheet models, or graph previously prepared spreadsheets)
- act with discretion, confidentiality, and professionalism when providing administrative support for sensitive matters

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
- where directed, take responsibility for the work and organisation of other team members within limited areas, including the training of subordinate staff

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 OED strategies and initiatives in the TCS Strategic Plan 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