

Executive Assistant- Professional Standards Unit

Full time ongoing – 38 hours per week

East Melbourne location

Immediate Start

The Catholic Archdiocese of Melbourne is seeking to appoint an Executive Assistant to assist with the efficient and effective functioning of the Professional Standards Unit. Based in East Melbourne, this is a rewarding and ongoing full time position.

In this role, you will be required to provide administrative support to the Director of PSU. You will work with a small collegial team and will be responsible for overseeing the ongoing implementation of the Working with Children and Police Checks. Database management skills will be required.

You will need to have competent computer skills particularly in Excel and Outlook with excellent accuracy. You will also need to have persistence and patience in your customer service dealings, with the ability to be take control and be pleasantly assertive to achieve the desired outcome.

To be successful in this role we are looking for someone has:

- Outstanding written and verbal communication skills
- Excellent grammar and letter composing abilities
- Excellent time management and organisational skills
- The ability to work well in a team and independently and proactively
- Excellent rapport building skills
- A confident and approachable manner
- An eye for detail
- Reliability
- Able to deal with sensitive information and seek help and support when required;
- An understanding of and support for the ethos of the Catholic Church.

If you are someone who loves to take ownership of your role, has an abundance of initiative, and thrives on challenges involved in following up and completing complex tasks involving multiple stakeholders, then this may be the perfect role for you.

See full position description for role details.

Applications are to be sent to recruitment@cam.org.au by 10th June 2019. All applications must include a resume, cover letter and address the Key Selection Criteria.





CATHOLIC ARCHDIOCESE OF MELBOURNE

1. POSITION DESCRIPTION

Position Title:	Executive Assistant to the Director
Department:	Professional Standards Unit
Location:	St Patrick's Centre, Level 9, 486 Albert Street, East Melbourne VIC 3002
Employment Status:	Permanent full time. 38 hours per week.
Reports to:	Director, Professional Standards Unit

2. POSITION PURPOSE

The Executive Assistant (EA) role provides an executive level of clerical, administrative, project facilitation and records management services to the Director – Professional Standards Unit (PSU). The incumbent is responsible for delivering consistently high quality administrative services and compliance with Catholic Archdiocese of Melbourne (CAM) policies and procedures

3. ORGANISATIONAL DESCRIPTION

The Catholic Archdiocese of Melbourne (CAM) is one of the largest Dioceses in the world with a wide variety of people, cultures and ministries, providing services and support to 210 parishes and over 332 schools through pastoral, education, social welfare and administrative support.

The Archdiocese of Melbourne is presided over by the Archbishop of Melbourne, the role of CAM is to assist the Archbishop in serving the people of God within the defined territory.

4. KEY ACCOUNTABILITIES

1. Assist the Director with the application and monitoring of any Professional Standards policy and protocol within the Archdiocese
2. Assist with desktop Safeguarding audits:
 - a. Auditing of Working with Children Check (WWCC) and Police Checks (PC) Parish Registers
 - b. Auditing of Clergy WWCC and PC Register
 - c. Auditing Parish Child Safety Standards (CSS) Compliance
3. Create and update databases, files and spreadsheets as required: Prepare PowerPoint presentations, documentation, handouts as required; Liaise with the Design & Print department to provide resources required for PSU presentations and training.
4. Assist the Director PSU with the administration of the Reportable Conduct Scheme and the National Redress Scheme.

5. Assist with the development and maintenance of a complaints database to ensure currency and accuracy of records.
6. Contribute to the design and build and maintenance of the PSU website page together with Media & Communications Unit; Maintain and makes enhancements to the PSU portal as required.
7. Generate information and statistics from PSU databases to provide accurate data for reporting and data analysis as required.
8. Develop an electronic file management system; Maintain filing of highly confidential, private and sensitive professional standards records both electronically and physically; Archive records in accordance with the records management policy and procedure.
9. Undertaking special projects as directed by the Director PSU.
10. Manage and maintain positive and effective professional relationships with relevant external parties such as key stakeholders, Government agencies and other Catholic dioceses. Liaise internally and with stakeholders such as clergy, parishioners and other CAM staff.
11. Provide telephone and email advice and support to priests, parishes and others to assist them to strengthen and embed a safeguarding culture to ensure compliance with legislation and regulatory compliance.
12. Facilitate the effective organisation of services, programs, education and/or events to staff, clergy and volunteers within the Archdiocese
13. Coordinate and assist the Director and PSU staff to organise and schedule appointments and meetings with an awareness of multiple diaries and competing workloads.
14. Draft and circulate agendas for various meetings; Take and distribute minutes as required
15. Facilitate PSU logistical arrangements for conferences, seminars and meetings including booking flights, accommodation, venues and catering in accordance with CAM purchasing policy.
16. Process PSU accounts, reconcile Director's credit card and maintain spreadsheets for the cost centres related to PSU
17. Document and update PSU operational policies and procedures handbook as required to ensure currency and smooth and effective operations of the Unit;
18. Purchase stationery, other office supplies and amenities as required in accordance with CAM purchasing policy
19. General administration(undertake administrative tasks such as record keeping, filing, report and letter writing)
20. Takes reasonable care to protect the health and safety of themselves, fellow staff and others in the workplace.

4. KEY PERFORMANCE INDICATORS

- Timely and accurate oversight of the Working with Children Checks and National Police Checks - record and monitor CAM Clergy and ensure currency at all times.
- Process PSU correspondence with absolute confidentiality and timeliness; Draft responses to correspondence as directed.
- Produce accurate executive level documentation including minutes, agendas and committee documentation to strict deadlines and that are of a high standard.

5. JOB COMPETENCIES

- Significant demonstrated experience working in administration.
- Knowledge and understanding of Victorian Working with Children Check legislation.
- The ability to work in a highly confidential environment.
- High level written and verbal skills as well as proven experience in influencing, collaboration, networking, report writing, lateral thinking and problem solving.
- Excellent time management skills with a demonstrated ability to plan and coordinate workloads often with competing deadlines.
- Ability to work collaboratively within and across departments, agencies, ministries and parishes of the Catholic Archdiocese of Melbourne.
- Intermediate to Advanced skills in Microsoft Office (Outlook, Excel, PowerPoint, Word).
- National Police record check (essential).
- Working with Children Check (essential).

6. PERSONAL COMPETENCIES

- Support the teachings of the Church and the ethos of Archdiocese with a motivation to work within the Church environment and possess a strong commitment to its values.
- High level of attention to detail, quality and accuracy.
- Ability to multi-task, work efficiently and meet strict deadlines.
- High level of integrity, honest and confidentiality.
- Sound communication skills as well as proven strengths in dealing with a diverse range of stakeholders with tact and diplomacy.
- The ability to address enquiries and concerns in a manner that shows sensitivity, timeliness, confidentiality and professionalism. Respond with empathy, sensitivity, patience and advice to complaints and enquiries lodged with PSU.