

Office Manager/PA Position Description

The Position: The Office Manager/PA will provide administrative support to the National Catholic Education Commission (NCEC) Secretariat operations.

The key responsibility of the Office Manager/PA is to work effectively and collaboratively alongside colleagues in the NCEC Sydney office to fulfil the mission and vision of the NCEC and provide direct support to the Deputy Director

Reporting to: Deputy Director

Direct Reports: There are no direct reports

Responsibilities: The Office Manager/PA is accountable to the Deputy Director for the daily administration requirements of the NCEC as outlined below:

- Monitoring of phone calls, general email accounts and meeting room bookings
- Mail collection and distribution
- Manage the administration of the Sydney office including office and facilities supplies and liaison with service providers
- Travel bookings for staff and committees
- Minutes of meetings
- Prepare letters, reports, meeting papers and electronic document filing
- Diary support for Deputy Director
- Maintain Secretariat contact lists
- Ad-hoc duties and assignments as required
- Monitor information relating to COVID-19 across all jurisdictions

Team and Culture:

- Contribute to the collaborative and collegiate culture of the NCEC and the Catholic education community.
- Support a collaborative, collegiate culture within the Secretariat in line with the strategies, vision, and values of NCEC.

Relationships: The Office Manager/PA interacts with the following internal and external stakeholders:

- All Secretariat staff
- Officers of State and Territory Catholic Commissions
- NCEC Stakeholders

*Knowledge
and
Experience:*

- Excellent communication skills
- Advanced Microsoft Office Suite skills
- Proven attention to detail
- Proven ability to prioritise tasks
- Demonstrated administrative, organisational and time management skills
- Experience in finance would be well regarded

Attributes:

It is desirable that the Office Manager/PA has the following attributes:

- Demonstrated commitment to service and a willingness to be accountable for performance
- Ability to operate with discretion and maintain strict confidentiality,
- Ability to work collaboratively and consultatively across a wide spectrum of stakeholders
- A personal sense of warmth and welcoming.

*Performance
Measures:*

The Office Manager/PA's performance will be assessed having regard to:

- Successful outcomes of the major accountabilities of the role
- Achievement of agreed objectives
- Service levels and the level of satisfaction expressed by key stakeholders in respect of the individual's performance and the collective performance of the NCEC.

Remuneration package will reflect the skills and background of the successful candidate.