

## Position Description

### Executive Officer,

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**The Position:** The purpose of the Executive Officer (**EO**) is to facilitate the effective execution of the Executive Director's (**ED's**) work through the provision of proactive, efficient, accurate, and confidential executive support. The EO also plays an essential role in developing and maintaining strong internal and external stakeholder relationships, meeting coordination, research support and effective information flows.

The key aim of the EO is to work effectively and collaboratively with the NCEC team to fulfill the NCEC's mission and vision.

To achieve this, the EO is responsible for executive support, secretariat operations, general administration, and team and culture.

**Location** Melbourne, but required to travel with the ED approximately 25% of the time.

**Reporting to:** Executive Director.

**Direct Reports:** There are no direct reports.

**Responsibilities:** The EO is accountable to the ED for the following:

*Executive Support:* Provide assistance and support to the ED to ensure the effective leadership, management and representation of NCEC including:

- Effective diary management for the ED. This includes setting up travel, accommodation, meetings, speaking engagements and other appointments;
- Manages meeting requests from the ACBC, BCCE, NCEC Commissioners and government agencies;
- Organises for the ED details of meetings and events such as contact persons, arrival arrangements, agenda when necessary, and arranging speaking notes if required;
- When required, travel with and provide support to the ED and the NCEC at interstate locations,
- Manages correspondence, including monitoring, preparation, and filing, on behalf of the ED;
- Assists with the reception function of incoming guests and positive public presence for the NCEC;
- Manages the ED's Inbox and correspondence, noting key dates required for action;
- Coordinates incoming event invitations and responses;

- Liaises with executive support in state and territories commissions to coordinate events such as meetings, diocesan and school visits; and
- Uses discretion in the ED's absence to refer urgent matters to the appropriate team member.
- Advise the ED

*Secretariat Operations*

Supports the effective operations of the Secretariat by developing, implementing and maintaining office processes including:

- Supports effective and efficient administration of office processes, including those that relate to meeting paper compilation and distribution, leave calendars, and office meetings;
- Takes a proactive approach to information sharing and knowledge management, following best practice use of all systems and processes;
- Manages stakeholders and other contact lists.

*General Administration*

- Maintains records and filing of reports, correspondence and other materials;
- Assists with any other duties as required to enhance the performance of the ED;
- Maintenance of national representatives' database and associated functions.

*Team & Culture:*

Contributes to the collaborative and collegiate culture of the NCEC and the Catholic education community including:

- Support a collaborative, collegiate culture within the Secretariat and Commission in line with the strategies, vision and values of NCEC;
- Actively contribute to Catholic education in the broader community and to the mission of the Catholic Church in education.

*Inter-relationships*

The EO interacts with the following internal and external stakeholders:

- Executive Director;
- Other team members of the NCEC;
- Officers of State and Territory Commissions;
- Officers of the Department of Education, Skills and Employment, and other federal education bodies.

*Knowledge, Experience & Qualifications: Knowledge:*

The EO should have the following knowledge, experience and qualifications:

- A thorough understanding of the Catholic Church, its mission and its unique challenges and opportunities;
- Previous experience as an Executive Officer or Executive Assistant/ Personal Assistant;
- An interest in the special nature and need of Catholic

education, and an understanding and affinity with the stated vision, mission and strategic intentions of NCEC;

- Ability to operate with a high degree of accuracy in all tasks;
- Highly developed verbal and written communication skills;
- Superior organisational and time management skills;
- Highly proficient in contemporary office programs and platforms;
- Demonstrated administrative, organisational and time management skills;
- Superior communication skills, including tact;
- Highly proficient IT skills, including Microsoft Office 365, particularly Word, Excel and PowerPoint.

*Qualifications:* Relevant tertiary qualifications or equivalent experience in executive support and/or administration.

*Attributes:* It is desirable that the EO has the following attributes:

- Ability to manage relationships at all levels, including external and internal stakeholders;
- Sound interpersonal skills, including the ability to verbally express complex information and ideas in a clear and appropriate manner;
- Demonstrated commitment to service and a willingness to be accountable for performance;
- Ability to operate with discretion and maintain strict confidentiality;
- Ability to perform under significant work pressure;
- Ability to work collaboratively and consultatively across a wide spectrum of stakeholders;
- Values driven with an appropriate level of commercial insight and bottom-line orientation;
- A personal sense of warmth and welcoming.

*Performance Measures:* The performance of the EO will be assessed with regard to:

- Successful outcomes of the major accountabilities of the role;
- Achievement of the agreed objectives of any work plans;
- Service levels and the level of satisfaction expressed by key stakeholders with respect to the individual performance of the EO and the collective performance of the NCEC.

*Review Date: 12 November 2024*