



CATHOLIC ARCHDIOCESE OF MELBOURNE

1. POSITION DESCRIPTION

| | |
|--------------------|---|
| Position Title: | Executive Officer |
| Department: | Office of the Archbishop |
| Location: | East Melbourne |
| Employment Status: | Permanent full time |
| Reports to: | The Archbishop of Melbourne, via Chief of Staff to the Archbishop |

2. POSITION PURPOSE

The Executive Officer provides strategic administrative support to the Archbishop of the Catholic Archbishop of Melbourne. The top priority of this position is to support the Archbishop to ensure he uses his time effectively in the pursuit of missionary and organisational goals. This will be achieved by managing an effective executive function with optimal coordination and communication across the Curia and the Executive Leadership Team of the Archdiocese, as well as with senior leadership in the Church, heads of agencies, Clergy, Parish, staff, partners and key stakeholders.

This position is the centre of communication and engagement for the Archbishop, both internally and externally, in close collaboration with the Chief of Staff/ Chancellor and the Principal Advisor; along with the Curia and Executive Leadership.

The main responsibilities of the Executive Officer will include effective prioritising, managing and coordinating the Archbishop's schedule, planning travel and making necessary logistical arrangements; drafting and/or preparing complex correspondence; keeping the Archbishop optimally organised and effective in his internal and external activities; and other administrative tasks designed to maximise the efficiency and productivity of the Archbishop as necessary.

The Executive Officer must be creative and enjoy working within a small team environment that is mission-driven, results-driven and community oriented. The Executive Officer also displays good leadership qualities as they take on a co-ordinating role in building similar support networks. The Executive Officer will have the ability to work under pressure at times to handle a wide variety of activities and confidential matters with discretion.

3. OFFICE OVERVIEW

The Executive Officer of the Archbishop works in close collaboration with the Chancellor/Chief of Staff, Office of the Archbishop as part of the Office Team. While reporting directly to the Archbishop, the role sits under the management of the Chancellor/Chief of Staff within the Office on a day-to-day basis.

4. ORGANISATIONAL DESCRIPTION

The Archdiocese of Melbourne through its ministries and agencies is at service of the people of God, planting the Gospel of Jesus Christ into their communities and lives daily.

Presided over by the Archbishop of Melbourne, the Archdiocese comprises around 1.1 million Catholics, and is the largest Archdiocese in Australia with a wide variety of people, cultures and ministries, providing services and support including pastoral, educational, social welfare and administrative support.

Under the guidance of four key priorities outlined by the Archbishop, the works and activities of the Archdiocese are oriented towards a missionary focus to address the ongoing needs of: Local Communities; Families; Youth and Young Adults; and the Poor and the Broken.

This is achieved through a pro-active engagement in the sharing of Mission; a reaching out in Gospel boldness; operating in an agile and responsive mindset; identifying and embracing what is fruit bearing in our works; understanding the outward focus and call of being missionary disciples; and being mindful of good stewarding in terms of time, talent and gifts.

5. KEY ACCOUNTABILITIES

1. Serves as a confidential executive administrator to the Archbishop. Provide and lead support to internal and external parties with a high level of professionalism and in a professional manner that reflects positively on the Archbishop and the organisation.
2. Drafts high level correspondence and memoranda on behalf of the Archbishop, and prepares non-reports and presentations for the Archbishop by reading, researching, collating and analysing information as needed in advance.
3. Excellent communicator and service-focused including being present in the Office prior to arrival of the Archbishop on all days when he is in attendance, reviewing the next day with him at close of business, have paper and days schedule waiting on his desk in the morning.
4. Be responsible for the work of the Archbishop's Office in relation to daily management and support and communication with Diocesan Offices and Agencies and the broader Archdiocese.
5. Coordinate Executive Assistant's across Auxiliary Bishops and CAM to develop processes for consistent and effective management of schedules, information and processes.
6. Proactively identify inefficiencies and develop processes and workflows both within the Office and across Offices that improve and maximise productivity ensuring stakeholders affected are upskilled and understand the new way of working.
7. Screens and manages the Archbishop's phone calls and visitors ensuring appropriate and timely follow-through. Is responsive to emails/texts/phone calls with contact outside of normal business hours.
8. Manages the Archbishop's appointment calendar; strategically schedules and prioritises appointments and meetings to maximise the Archbishop's engagement, and ensure achievement of organisational goals with significant periods of planning; advises the Archbishop of daily schedule; and works closely with the Archbishop to ensure effective and timely follow-up.
9. Facilitating the delivery of accurate and timely agenda and minutes including the co-ordination and management of the reporting actions as required.
10. Supports the Archbishop's engagement and fundraising activities and maintains colleague, partner, stakeholder, donor and contact information.
11. Manages all aspects of booking venues, set-up and catering requirements for all events/meetings related to the Archbishop, and assisting where required.
12. Arranges the Archbishop's travel and processes travel expense reports, obtains and prepares required documentation including entry requirements, trip portfolios, advances, etc.
13. Ability to function well in a high-paced environment; performs additional duties as assigned by the Archbishop, Chief of Staff and Principal Advisor.
14. Assist with the processing of invoices and completion of expense reconciliations.

15. Maintains files and records of the Office of the Archbishop in collaboration with the Records Administration Officer to ensure files are up to date at all times.
16. Ensures a high standard of general housekeeping is maintained for the Office.
17. Takes reasonable care to protect the health and safety of themselves, fellow staff and others in the workplace.

6. KEY RELATIONSHIP

This role is required to liaise with internal and external stakeholders to provide efficient Executive Assistant services to the Archbishop and staff. These include but are not limited to the Archbishop, Auxiliary Bishops, Episcopal Vicars, Vicar General, Executive Directors, Clergy, Parishes and staff. It will also need to engage with National Church leaders and bodies, religious orders and Church agencies.

7. POSITION PARAMETERS/ SPECIAL RESPONSIBILITIES REQUIRED

- Must be available to work weekends and evenings in preparation for and during meetings, and other events as needed.
- Must be able to travel as needed.
- Must be willing and able to answer calls/emails during non-business hours.

8. JOB COMPETENCIES – (SKILLS)

- Bachelor's degree in an appropriate field (business administration, non-profit management, or similar is highly desirable.
- A minimum of five years' experience in Executive Officer support, with six to eight years of overall professional experience. Specialty training and credentials or advanced degree may be substituted.
- Documented ability effectively supporting CEO-level for a significant, complex, global development organisation.
- Experience communicating and coordinating with senior levels of Church, faith leaders, politics, and key agency groups.
- Solid knowledge or proper meeting management techniques.
- Expert level of proficiency in Microsoft Office, including Word, Excel, Powerpoint and Outlook with the ability to learn other software applications quickly – notably Salesforce.
- Excellent computer skills including word processing, spreadsheets, presentations, graphics, and use of communication applications (Skype, Zoom, Microsoft Teams, etc).
- Experience in internet research and database managements.
- Adept at proof-reading own and others' work to eliminate errors.
- Ability to solve complex problems, think innovatively, creatively and strategically.
- Current unrestricted drivers' licence
- National Police record check and Working with Children Check (essential)

9. PERSONAL COMPETENCIES – (ATTRIBUTES)

- A strong personal commitment to Catholic teachings, faith, ethos, values and mission of the Catholic Church;
- Excellent communication and interpersonal skills, both written and verbal, including the ability to communicate across cultures and the ability to say "no" effectively and without negative consequences.
- Demonstrate ability and temperament to work with sensitive information.

- Team player – have team-oriented experience and approach.
- Ability to think creatively and pragmatically with a sense of urgency.
- Flexible, extremely well organised and detail minded.
- Adept at follow-through, especially in the management of detail and juggling multiple priorities.
- A willingness to do what is needed to get the job done including finding solutions to complex problems.
- Capable of handling several tasks simultaneously and self-managing time and task priorities.
- Strong interpersonal skills.
- Demonstrated commitment to service and a willingness to be accountable for performance.
- Awareness of and a commitment to the wellbeing of Archdiocesan staff.
- Professional manner and presentation; Able to keep very high levels of confidentiality.
- A personal sense of warmth and welcoming.

10. INTEGRITY IN THE SERVICE OF THE CHURCH

Integrity in the Service of the Church aims to help employees reflect on and uphold Christian vision and values in all relationships and actions. The principles and standards which make up the Integrity in the Service of the Church are extensions of five basic principles for Church employees in which they:

1. **Are committed to justice and equity**
2. **Uphold the dignity of all people and their right to respect**
3. **Are committed to safe and supportive relationships**
4. **Reach out to those who are poor, alienated and marginalised**
5. **Strive for excellence in all their work**

Service, given according to these principles, is life-enriching for both providers and recipients.

Our Reform in the Walking program identifies the following values:

- Collaborative and can build engagement around a common purpose
- Energy and Passion for Gospel Mission – be informed by the needs of the people you serve – communities, poor, young and families
- Flexible and agile in how to respond to ever changing needs
- Accountability and delivery
- Foster solutions within the communities
- Stewardship Care

11. POSITION DESCRIPTION ACKNOWLEDGEMENT

I have received, reviewed and fully understand the position description for Executive Officer, Office of the Archbishop of Melbourne. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name _____

Date _____

Employee Signature _____