



CATHOLIC ARCHDIOCESE OF MELBOURNE

Administration Assistant – Vicar General’s Office Catholic Archdiocese of Melbourne

- **Full time, 38 hours per week**
- **East Melbourne base**

The Catholic 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 lived daily. We are seeking to appoint an Administration Assistant to support and work in close collaboration with the Vicar General and the Senior Operating Officer.

The Administration Assistant to the Vicar General reports to the Senior Operating Officer with the primary purpose of the role to provide high level administrative and personal support to the Vicar General of the Catholic Archdiocese of Melbourne.

The key responsibilities include:

- Providing high level confidential administrative and secretarial support;
- Attending to all relevant correspondence and communications in a timely and effective manner;
- Triaging incoming complaints and grievances to the Office of the Vicar General and progress each matter as appropriate;
- Establish and maintain an efficient and effective record keeping system to ensure easy access to reports and documents;
- Provide a courteous and efficient reception function for the Office of the Vicar General; and
- Work in collaboration with Office of the Vicar General, Executive Assistant to the Archbishop and the Archdiocesan Chancellor/ Chief of Staff to the Archbishop to maintain a highly collaborative working environment.

To be successful in this role, you will have demonstrated capability in the following:

- Qualification within Business Administration or an equivalent field;
- Demonstrated experience within a similar high level administrative position with a sound knowledge of administrative and secretarial systems, processes and procedures;
- An ability to follow through on projects with minimal supervision;
- Highly developed written and verbal communication skills;
- Demonstrated strong interpersonal skills with the ability to effectively build relationships with a wide variety of stakeholders; and
- Demonstrated ability to maintain high levels of confidentiality while exercising judgement, sensitivity and discretion.

If you would like a more detailed overview of the role, please refer to the attached Position Description.

Successful applicants must be eligible to work in Australia, hold a current unrestricted drivers licence; and will be required to provide a Working with Children Check and a Police Check that is satisfactory to the Catholic Archdiocese of Melbourne.

Please provide a cover letter with your up to date Resume that demonstrates how your skills align to the requirements of the Position Description to recruitment@cam.org.au by 4th March 2021.

Position Description on next page...



CATHOLIC ARCHDIOCESE OF MELBOURNE

1. POSITION DESCRIPTION

Role Title:	Administration Assistant
Department:	Office of the Vicar General
Location:	St Patrick's Centre, East Melbourne
Employment Status:	Full Time - Permanent
Reports to:	Vicar General (via the Senior Operating Officer)

2. POSITION PURPOSE

The primary purpose of the role of the Administration Assistant to the Vicar General is to provide high level administrative and personal support to the Vicar General of the Catholic Archdiocese of Melbourne. The Administration Assistant works in close collaboration with the Vicar General and the Senior Operating Officer and is an important part of the Office Team. The Administration Assistant to the Vicar General sits under the management of the Senior Operating Officer, Office of the Vicar General.

3. 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.

4. KEY ACCOUNTABILITIES

- Provide high level confidential administrative and secretarial support including the management of the Vicar General's appointment diary and travel arrangements as required;
- Attend to all relevant correspondence and communications in a timely and effective manner and to ensure a smooth flow of communication to and from the Office;
- Triage incoming complaints and grievances to the Office of the Vicar General and progress each matter to an appropriate point as required;
- Establish and maintain an efficient and effective record keeping system for the Office of the Vicar General and maintain appropriate records for the Office in both digital and paper format to ensure easy access to reports and documents;

- Maintain a high level of confidentiality and discretion;
- Provide a courteous and efficient reception function for the Office of the Vicar General;
- Accurately capture updates for the Official Directory of the Catholic Church in Australia;
- Work in collaboration with Office of the Vicar General, Executive Assistant to the Archbishop and the Director of the Archbishop's Office to maintain a highly collaborative working environment.
- Co-ordinate the collation and distribution of papers for meetings and conferences the Vicar General chairs and ensure he has the appropriate documentation for meetings he attends;
- Prepare letters and other documents including letters of appointment as required;
- Coordinate and manage events for the Office of the Vicar General including invitations, catering, venue, and accommodation as required;
- Assist the Vicar General in managing his workflow to ensure he is able to fulfil all his commitments;
- Provide information and support for reporting requirements to Australian Catholic Bishops' Conference or other organisations as required.

5. KEY CHALLENGES

- Efficient management of competing projects and changing/ tight timeframes;
- Dealing with difficult and sometimes aggressive people in a sensitive, polite and pastorally appropriate manner;
- Ensuring clear and simple procedures are in place that are followed while monitoring status and outcomes.

6. ESSENTIAL REQUIREMENTS OF THE ROLE

- An understanding of and commitment to the identity and mission of the Catholic Archdiocese of Melbourne;
- Demonstrated experience within a similar high level administrative position with a sound knowledge of administrative and secretarial systems, processes and procedures;
- An ability to follow through on projects with minimal support;
- Highly developed written and verbal communication skills;
- Demonstrated strong interpersonal skills with the ability to effectively build relationships with a wide variety of stakeholders;
- Demonstrated ability to maintain high levels of confidentiality while exercising judgement, sensitivity and discretion;
- Highly developed word processing skills and a high degree of proficiency within the MS Office suite, in particular Word, Excel, Outlook and PowerPoint;
- The ability and willingness to undertake the relevant employee screening processes, including the provision of a National Police Criminal History Check;
- Qualification within Business Administration or an equivalent field;
- Current unrestricted drivers licence.

7. CAPABILITIES FOR ROLE

- Strong interpersonal skills;
- Demonstrated commitment to service and a willingness to be accountable for performance;
- Attention to detail and a well-ordered approach to work;
- Initiative and follow-through;
- Excellent writing skills;
- Awareness of and a commitment to the wellbeing of Archdiocesan staff;
- Professional manner and presentation;
- Able to maintain very high levels of confidentiality and discretion;
- A personal sense of warmth and welcoming.

8. 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

9. POSITION DESCRIPTION ACKNOWLEDGEMENT

I have received, reviewed and fully understand the position description for Administrative Assistant, Vicar General's Office. 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 _____