



CATHOLIC ARCHDIOCESE OF MELBOURNE

1. POSITION DESCRIPTION

Position Title:	Archdiocesan Personal Assistant to the Auxiliary Bishop
Department:	Office of the Archbishop
Location:	Regional Office
Employment Status:	Permanent part time (0.40 FTE)
Primary Report:	Auxiliary Bishop
Secondary Report:	Chief of Staff to the Archbishop via Executive Officer

2. POSITION PURPOSE

This role is provided by the Office of the Archbishop of Melbourne, with a primary objective to support and co-ordinate the work and ministry of the Auxiliary Bishop (Bishop) of the Archdiocese, through high level and individually tailored administrative and personal support.

The Personal Assistant to the Bishop works in close collaboration with the Executive Officer to the Archbishop, Chancellor/Chief of Staff, Office of the Archbishop and Vicar General's Office and will be primarily based at the Auxiliary Bishop's Office. The Personal Assistant to the Bishop reports to the Bishop but sits under the management of the Chief of Staff within the Office of the Archbishop.

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 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

1. Provide high level confidential administrative and secretarial support to the Bishop including the management of their appointment diary, travel arrangements and episcopal portfolios;
2. Maintain an efficient, effective and workable diary in consultation with the Bishop for appointments, functions, pastoral attendances, conferences, and travel;

3. Attend to all relevant correspondence in a timely and effective manner. Triage incoming correspondence and enquiries to the Bishop and progress each matter to an appropriate point as required;
4. Ensure co-ordination of activities with the Offices of the Archbishop and of the Vicar General;
5. Determination of matters for the Bishop's attention and engagement;
6. Welcome, greet, and assist all who enter Bishop's residence when working onsite;
7. Establish and maintain an efficient and effective record-keeping system for the Bishop and maintain appropriate records as required, in both digital and paper format;
8. Arrange or provide assistance re: accommodation and transport requirements for the Bishop, visiting clergy, seminarians and overseas priests as required;
9. Coordinate and manage events for the Bishop including invitations, catering, venue, and accommodation as required;
10. Co-ordinate the collation and distribution of papers and briefings for meetings, conferences, and relevant Commissions for the Bishop, and ensure he has the appropriate documentation for meetings he attends;
11. Assist with the processing of invoices and completion of expense reconciliations;
12. Coordinate all Mass requests and liaise with organisers regarding Bishop's availability and liturgical requirements;
13. Assist the Bishop in managing his workflow to ensure he is able to fulfil all his commitments.
14. Take dictation and minutes as required;
15. Liaise with the Office of the Archbishop, Parishes and Parish Priests regarding scheduling and itineraries for episcopal visitations;
16. The Archdiocese may require you to undertake other duties from time to time commensurate with your qualifications, knowledge, experience and ability.
17. Takes reasonable care to protect the health and safety of themselves, fellow staff and others in the workplace.

Confirmations

1. Coordination of Confirmation scheduling for the Region.
2. Liaise with Parishes and Parish schools in organising bookings for Confirmations and Confirmation visits.
3. Email Confirmation list to all Schools, Parishes and the Offices of the Archbishop and Vicar General.
4. Ensure liturgy booklets are received at least 3 weeks prior to celebration and provided to the Bishop.
5. Maintain tracking spreadsheet of Confirmations.

5. KEY RELATIONSHIPS

This role is required to liaise with internal and external stakeholders to provide efficient Personal Assistant services to the Bishop. These include but are not limited to the Archbishop, Auxiliary Bishops, Episcopal Vicars, Vicar General, Executive Directors, Clergy, Parishes and staff.

The role also engages at times with National Church leaders and bodies, Congregations and religious orders, and Church agencies.

6. JOB COMPETENCIES – (SKILLS)

- An understanding of, and commitment to, the operations of the Catholic Church the identity and mission of the Archdiocese of Melbourne;

- Demonstrated experience within a similar high-level administrative position with a sound knowledge of administrative and secretarial systems, processes and procedures;
- Highly developed written and verbal communication skills;
- Demonstrated strong interpersonal skills with the ability to effectively build relationships with a large 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;
- Working knowledge of meeting and board portal systems;
- The ability and willingness to undertake relevant employee screening processes satisfactory to the Archdiocese of Melbourne;
- A basic understanding of Catholic teaching on the nature of the Church, Sacraments, the Sacred Liturgy and Liturgical Year. As well as a basic appreciation of Canon Law in relation to the role of the Diocesan Bishop and functioning of a Diocese;
- Current unrestricted driver's licence;
- National Police record check and Working with Children Check (essential).

7. PERSONAL COMPETENCIES – (ATTRIBUTES)

- A strong personal commitment to Catholic teachings, faith, ethos, values and mission of the Catholic Church;
- Strong advocacy ability;
- 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;
- Ability to manage conflicting priorities and deal with matters in a timely manner;
- Takes reasonable care to protect the health and safety of themselves, fellow staff and others in the workplace;
- Professional manner and presentation;
- 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.

9. POSITION DESCRIPTION ACKNOWLEDGEMENT

I have received, reviewed and fully understand the position description for Personal Assistant to the Auxiliary Bishop 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 _____