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| Position Description |
| **Our Vision:** To see God glorified by men and women living for and proclaiming Jesus Christ, growing healthy churches and reaching the lost.**Our Mission:** to provide excellent evangelical theological education. |
| **Position Title:** | Executive Assistant to the Principal |
| **Industrial Instrument and classification:** | Educational Services (Post-Secondary) Award, Level 6 |
| **Reports to:** | Principal  |
| **Employment status:**  | Full time  |
| **Primary Purpose of Position:** | To provide excellent support to the Principal through a range of executive support services including administration, coordination, and general assistance. |
| **Special tools/equipment or conditions:** | Microsoft Word, Excel, Outlook, Teams  |
| **Relationships:**  | **Internal:** PrincipalVice PrincipalChief Operating OfficerFacultyStaffStudents Governing BoardCollege Executive |
| **External:** Archbishop’s EADiocese of Sydney (Bishops, SDS, etc.)Alumni and clergy in Sydney Anglican DioceseOther theological colleges (Principal’s EAs)DonorsConsultants Service Providers |
| Selection Criteria  |
| **Essential:** * Ability to support and promote the Christian Mission and Values of Moore College
* Prior experience providing support to senior management
* Excellent communication and interpersonal skills
* Professional presentation
* Able to work independently and with adaptability
* Able to exercise discretion and maintain appropriate confidentiality
* Demonstrated ability to manage time and solve problems
* Experience coordinating and managing diaries, meetings and events
* Advanced competency in the use of Microsoft Office and other computer applications
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| **Desirable Criteria:*** Experience as an Executive Assistant
* Understanding of the Sydney Anglican diocese
* Experience in the higher education sector
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| Acknowledgement |
| **I understand and accept the responsibilities as outlined in this position description.** |
| Employee Name |  |
| Signature |  |
| Date |  |

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| Key Accountabilities |
| **Key Performance Area** | **Key Tasks** | **Performance Indicators** |
| **Quality** |
| **Executive Support to the Principal** | * Provide high level executive assistance to the Principal to ensure a smooth workflow
* Monitor and manage phone calls and emails, prioritise actions and escalate where necessary
* Extensive diary management including arranging complex meetings with internal and external stakeholders and other appointments and commitments
* Ensure Principal is fully prepared for all upcoming commitments including necessary briefings, papers, travel arrangements, parking etc
* Travel management including flights, accommodation, itineraries etc
* Creating or updating documents and reports when required by the Principal
* Using multiple Microsoft applications such as Outlook, Word, Excel, and Teams
* Appropriate record keeping of all matters handled
* Other ad-hoc duties, including resolving problems as they arise
* Assisting with scholarship and bursary matters not handled by the Scholarships & Bursaries Committee
 | * There is a high standard of administrative support, general assistance, diary management, email management, correspondence, meeting arrangements, travel arrangements, documentation and reports
* Confidentiality is maintained at all times
* Tasks are completed in a timely manner
* Accuracy of work is assured
* Work is carried out sensitive to the needs of the other party
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| **Governing Board**  | * Arranging Governing Board meetings including dates, room bookings and advising all parties as required
* Producing and distributing the meeting agenda as agreed with the Principal
* Attending and taking minutes during the meetings
* Following up action points from the meetings
* Handling queries from members of the Governing Board
* Arranging elections as required by the Ordinance and where appropriate in consultation with the Governing Board Secretary
* Following up compliance matters relating to new Governing Board members and ensuring records in various locations are updated
* Ensuring Governing Board membership records are updated following changes
* Maintaining the minute books
* Assisting with Auditor’s queries relating to Governing Board matters
* Assisting the Executive Committee of the Governing Board with meeting arrangements, agendas and minutes as required
 | * All tasks are completed in a timely and effective manner
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| **Corporate Secretarial Work** | * Assist Company Secretary with corporate governance administrative requirements as directed
* Liaising with the Sydney Anglican Diocese concerning various matters
* Appropriately dealing with various documents for signing under the Common Seal or Power of Attorney
 | * All tasks are completed in a timely and effective manner as well as appropriately under governance requirements
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| **Other Support** | * Assist the Vice Principal with diary matters and other matters when required
* Assist the Chief Operating Officer where required
* Assisting faculty, staff, students and guests of the College as required by the Principal
 | * All tasks are completed in a timely and effective manner
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| **Influence** |
| **Internal Communication** | * Using meetings, phone calls, and email to ensure that relevant information from various meetings, plans, or issues are effectively communicated to stakeholders, including faculty and staff

  | * Internal stakeholders are kept well informed
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| **External Communication** | * Using meetings, phone calls, and email to liaise with a variety of stakeholders such as the Sydney Anglican Diocese, service providers, and visitors
* Building and maintaining relationships through the EA network (Diocese, other theological colleges, etc.)
 | * External stakeholders are appropriately liaised with
* The good reputation of the College is maintained in all situations and at all times
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| **Internal Cooperation** | * Collaborate with various departments during a range of initiatives and projects

  | * Departments are cohesively cooperated with
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| **Capacity** |
| **Visitors** | * Arrange visitor’s flights, airport transfers, accommodation and re-imbursements
* Providing ad-hoc assistance to meet visitor’s requirements
 | * Visitor arrangements are effectively handled
* Visitors get efficient assistance with ad-hoc requirements
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| **Meetings** | * Various aspects of meeting arrangement including diary and room bookings, catering, parking arrangements and organising the reception of visitors
 | * All aspects of meeting arrangement are completed effectively
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| **Events** | * Assisting with events as advised and attending to all matters relating to the event as required
* Assist with graduation as required such as organising Governing Board and faculty attendance, gown hire, platform arrangements, speaker arrangements
 | * Event arrangements are properly handled
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| **Sustainability** |
| **Records Management** | * Digitalising and archiving of hard copies of various records in TRIM or the Executive Drive
 | * Files are appropriately archived
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| **Continuous Improvement** | * Continuously seeking opportunities to improve the manner in which the various tasks of this role are completed
 | * Improvements are evidenced by increased efficiency in tasks
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| **General**  |
| **Community**  | * Demonstration of the College’s values
* Make a positive contribution to the College culture that supports the values of the College
* Assisting and cooperating with other teams
* Encouraging teamwork and fostering good communication
 | * Participation in team and staff meetings
* Effective assistance is provided to staff and faculty as required
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| **Risk and Compliance**  | * Compliance with WHS legislation, policy and Procedures
* Participating in, promoting and raising awareness of WHS in the College community
* Contributing to the maintenance of a safe, clean environment in the College community
* Ensuring compliance with College policies and procedures, applicable legislation and regulatory frameworks.
* Managing risk appropriately in all work activities
 | * Evidence of participation in WHS activities, e.g. training
* Evidence of risk management in work activities
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| **Professional Development** | * Maintaining current competencies
* Attending internal and external training as required
* Participating in the annual performance review
 | * Competencies remain up to date
* Evidence of participation in internal or external training.
* Development agreed in annual performance reviews is completed
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