



**EDMUND RICE EDUCATION
AUSTRALIA**

EXECUTIVE ASSISTANT TO THE BOARD

**APPLICANT
INFORMATION
PACKAGE 2021**



POSITION DESCRIPTION

Executive Assistant (EA) to the Board of Edmund Rice Education Australia (EREA)

POSITION DETAILS	
Position title:	Executive Assistant (EA) to the Board of EREA
Reports to (position title):	National Director Governance (a close working relationship with the Board Chair is also required)
Contract tenure:	The position is initially a 12 month contract, with the possibility of contract extension
FTE:	1.0 (Full Time)
Team:	EREA Board
Significant working relationships:	<ul style="list-style-type: none"> • EREA Board Chair and Members • EREA Executive Director • EREA National Executive Team • EREA National Office Staff • Executive Officer to the EREA Council • EREA Regional Office Staff
Expected level of contact with Children: <i>(in accordance with the EREA Child Safeguarding Standards Framework)</i>	Regular Contact / Casual Contact
Location:	Richmond, Victoria
Approved:	May 2021

NB: It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned below may be altered in accordance with the changing requirements of the role.

1. EREA Mission

Founded in values espoused in the Gospel, EREA seeks to transform the hearts and minds of young Australians through education to build a more just and inclusive local and global community through presence, compassion and liberation.

2. EREA Vision

Edmund Rice Education Australia offers a Liberating Education, based on a Gospel Spirituality, within an Inclusive Community committed to Justice and Solidarity.

3. Purpose

The role of the Executive Assistant to the Board of EREA is established to support the Board in the effective exercise of its role by ensuring that it has access to documentation, information, administrative and organisational arrangements, and systems of support that will assist it in fulfilling its responsibilities.

The Executive Assistant provides particular assistance to the EREA Board Chair and members of EREA Board in a number of administrative and organisational matters.



4. Key working relationships

- With the Board Chair and each member of the EREA Board, both professionally and as appropriate socially;
- With the Executive Officer (EO) to the EREA Council on behalf of the EREA Board Chair as required. This includes liaising with the EO to Council on the formal Induction Process of a newly appointed Board Member;
- With the EREA Executive Director, as a member of the EREA National Office staff;
- With various members of the EREA Executive Team and their staff, as designated from time to time (e.g. Executive Assistant to the ED, Directors in the Governance Team);
- With members of the EREA National Office, as a fellow staff member.

5. Key Responsibilities

EREA Board Administrative Support:

- Handle Board correspondence, and compile and maintain the Board correspondence register;
- Compile and maintain a formal record of Board meetings and decisions;
- Provide a link for the Board with the National Office;
- Maintain a schedule of Board commitments;
- Provide assistance to the EO to Council in the formal Induction Process of a newly appointed Board Member;
- Maintain register of safeguarding checks for Board members;
- Maintain register of formation and professional learning experiences of Board members;
- Maintain register of Board member's material interests.

EREA Board Meetings:

- In consultation with the EREA Board Chair, develop the Board's annual calendar and draft the agenda for each Board Meeting;
- Ensure arrangement of the necessary transport, accommodation and facility needs for each Board meeting;
- Collate and distribute the documentation required in the agenda in a timely manner;
- Attend Board meetings in the role of Minutes Secretary as required;
- Prepare a draft record of each Board meeting for the consideration of EREA Board Chair;
- Follow up on matters allocated from Board meetings and inform Board members of updated information regarding these matters.

EREA Board Chair Support:

- Provide organisational, administrative and secretarial support to the Board Chair;
- Maintain regular lines of communication with the Board Chair as required;
- Attend to correspondence sent to the Board Chair;
- Prepare draft correspondence from the Board Chair and on behalf of EREA Board as required, including regular items of communication following a Board Meeting;
- Provide assistance to the Board Chair in preparing for Board meetings and in carrying out the actions that arise from the meetings;
- Facilitate communications by the Board Chair with external bodies as required.

EREA Board Files:

- Develop and maintain a range of Board-related documents and organisational templates, including calendars, registers of professional learning, registers of professional standards certifications;
- Provide information required by compliance bodies to Director Financial Services.



EREA EXPECTATIONS

- A commitment to the Catholic ethos in the Edmund Rice tradition
- Staff are required to read, understand and comply with all EREA policies, procedures and reasonable direction, while demonstrating professional workplace behaviour in accordance with the EREA Code of Conduct
- A valid Working with Children Card is an essential condition of employment

CHILD SAFEGUARDING RESPONSIBILITIES

EREA is a child safe and child-centred organisation, committed to the protection of children and has zero-tolerance of any abuse of children. It is our commitment to ensure that each and every child and young person under our care is kept safe and free from all forms of harm and abuse.

EREA is committed to ensuring the safety, wellbeing and dignity of all children and young people. Our physical and cultural environment promotes children and young people's feelings of inclusion, participation and empowerment.

You are required, as a condition of employment at EREA, to comply with our Child Safeguarding Program, including our Child Safeguarding policies and procedures, the EREA Child Safe Code of Conduct, your legal obligations with respect to the reporting of child safety incidents or concerns, and in maintaining a valid and current Working With Children Card.

It is your responsibility to be aware of key indicators of child abuse and other harm, to be observant, and to raise any and all child safety incidents or concerns with the EREA Director of Child Safeguarding and with external agencies where required.

AGREEMENT

The requirements of this position description are intended to describe the general nature and responsibility of work in this position. These statements are not to be construed as an exhaustive list of all duties, tasks and skills required of the position. This position description should be read in conjunction with the employee's contract of Employment. Employees will also be required to follow any other position-related instructions and EREA policies, and to perform other position-related duties required to support EREA's compliance with its legislative obligations. Through consultation with the employee, EREA may vary the responsibilities of the position temporarily as required, but within the skills and responsibility levels appropriate to the position.

By signing this position description, I agree to undertake the duties and responsibilities contained therein.

Employee: _____

Date: _____

EREA Board Chair: _____

Date: _____



SELECTION CRITERIA

Essential Criteria

The successful applicant will have:

- relevant experience in administration, management and/or Catholic education;
- a strong work ethic;
- a courteous, engaging and efficient manner;
- a high level of skills in organisation and administration;
- effective verbal and written communication skills;
- effective time management, achieving deadlines and follow up of actions;
- competency in using Microsoft software (and in learning to use new software);
- competency in arranging meetings/events;
- an understanding of board and management reporting;
- consistency and attention to detail.

Desirable Criteria

The successful applicant will possess the following skills and attributes:

- relevant qualifications;
- have proven ability to work within a team environment;
- ability to relate with others respectfully and professionally;
- a strong understanding of confidentiality;
- ability to summarise and record a discussion with succinct expression;
- willingness to be of assistance and be flexible.



CONDITIONS OF EMPLOYMENT

Remuneration

The Remuneration package for the Executive Assistant to the EREA Board position is in accordance with the EREA Remuneration Framework for National Office Staff and consists of a base salary, annual leave loading, and superannuation of 10%.

For further information on the Total Employment Cost for this position, please contact Bryan Rodgers, National Manager Human Resources, at bryan.rodgers@erea.edu.au.

Tenure

The position is initially a 12 month contract, with the possibility of contract extension.

Leave Entitlements

The Executive Assistant to the EREA Board will be entitled to annual leave of 20 days and personal leave of 10 days per annum. Personal leave portability is recognised from previous continuous service in EREA schools or Edmund Rice Ministries.

EREA will recognise portability of the Executive Assistant to the EREA Board's Long Service Leave entitlement, which has accrued from previous service in Catholic Education or Edmund Rice Ministries and for which portability arrangements exist.

APPLICATION PROCESS

Applications should be addressed to Dr Craig Wattam, EREA Executive Director, and can be emailed to recruitment@erea.edu.au. Please include a:

- Curriculum Vitae;
- Covering Letter, outlining reasons for your interest in and suitability for the position (no more than 2 pages).

All applicants will be subject to EREA and legislative screening procedures. These checks are consistent with EREA's commitment to child protection policies and procedures.

Any further questions or for more information, please contact Madison McQuiggan on (03) 9426 3205 or recruitment@erea.edu.au.

All applications will be acknowledged by reply email. Please contact Madison McQuiggan on the above details if you do not receive an acknowledgement of receipt within 7 days.

APPLICATIONS CLOSE WEDNESDAY, 14 JULY 2021

Edmund Rice Education Australia is committed to ensuring the safety, wellbeing and dignity of all children and young people.

Aboriginal and Torres Strait Islander people are encouraged to apply.

Edmund Rice Education Australia is an Equal Opportunity Employer.