



EDMUND RICE EDUCATION
AUSTRALIA

Executive Assistant – School Engagement

Applicant Information Package 2021



EDMUND RICE EDUCATION AUSTRALIA

National Office - Richmond, VIC



POSITION DESCRIPTION

Executive Assistant - School Engagement

POSITION DETAILS	
Position title:	Executive Assistant - School Engagement
Reports to (position title):	National Director - School Engagement
Contract tenure:	5 Year Contract
FTE:	1.0 (Full Time)
Team:	EREA School Engagement
Significant working relationships:	<ul style="list-style-type: none">• EREA National Director - School Engagement• EREA Regional Directors• EREA Executive Director• EREA National Executive Team• EREA National Office Staff• EREA School Senior Leaders
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:	August 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 School Engagement is a significant support to the leadership and implementation of the Strategic Goals of Edmund Rice Education Australia.

The Executive Assistant School Engagement provides particular assistance to the EREA National Director School Engagement and members of the School Engagement team in a number of administrative and organisational matters.



4. Key working relationships

The position requires positive and harmonious working relationships with the:

- EREA National Director School Engagement
- EREA Regional Directors
- EREA Executive Director
- EREA Executive Team
- EREA National Office Staff
- EREA School Senior Leaders – Principals, Deputy Principals and Heads of Campus
- Principals’ Assistants
- External stakeholders

5. Key Responsibilities

National Director School Engagement

- Maintain the National Director’s diary and arrange appointments as required
- Ensure the National Director’s travel arrangements are booked in a timely manner and in accordance with EREA policy
- Ensure correspondence and reports are filed in a timely and logical manner ensuring all information is readily available
- Coordinate all arrangements and bookings for events as required by the National Director
- Assist the National Director with initiatives by conducting research, gathering and compiling data (from within EREA, external and other sources as required)
- Utilising the latest technology, develop high quality reports and presentations as required
- At the direction of the National Director, outsource design expertise to improve the quality of publications
- Support the National Director with communications as required: recording and relaying messages via phone, email and other correspondence
- Arrange and facilitate regular meetings of the Regional Directors, and other meetings as required on behalf of the National Director – including developing agendas, recording minutes and following up the status of action items
- Communications with both internal and external stakeholders as required
- Provide support to recruitment process for school Principals, Deputy Principals and Heads of Campus
- Any other duties as reasonably requested by the National Director.

Assistance for Regional Director

- Maintain the Regional Director’s diary and arrange appointments as required
- Ensure the Regional Director’s travel arrangements are booked in a timely manner and in accordance with EREA policy
- Ensure correspondence and reports are filed in a timely and logical manner ensuring all information is readily available
- Coordinate all arrangements and bookings for events as required by the Regional Director
- Assist the Regional Director with initiatives by conducting research, gathering and compiling data (from within EREA, external and other sources as required)
- Utilising the latest technology, develop high quality reports and presentations as required



- Support the Regional Director with communications as required: recording and relaying messages via phone, email and other correspondence
- Arrange and facilitate regular meetings of the Regional Principals, Deputy Principals, and other meetings as required on behalf of the Regional Director – including developing agendas, recording minutes and following up the status of action items
- Collating community consultation responses for recruitment of Principals
- Any other duties as reasonably requested by the Regional Director.

National Conferences and Events

- Provide support and administrative assistance as required for national events and conferences
- Receive and collate information regarding national and regional events and conferences
- Receive and send communications regarding national events and conferences after consultation with the National Director and event organisers.

General

- Support the National Office as required
- Exhibit a professional demeanour that is pleasant, courteous and efficient
- Complete tasks in a timely and accurate manner
- Maintain confidentiality and demonstrate the utmost discretion
- Comply at all times with the EREA Code of Conduct.

Professional Development

- In consultation with the National Director, participate in appropriate personal and professional development (including EREA Induction and Formation programs) in accord with the mission and strategic directions of EREA.



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;
- 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;
- an understanding of board/management reporting;
- willingness to be of assistance and be flexible
- have an understanding of, and/or willingness to learn about Catholic education.



CONDITIONS OF EMPLOYMENT

Remuneration

The Remuneration package for the Executive Assistant School Engagement 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

A five-year contract is offered with the opportunity for a second five-year contract subject to successful review.

Leave Entitlements

The Executive Assistant School Engagement 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 School Engagement'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 4pm (AEST) MONDAY, 27 SEPTEMBER 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.