



EDMUND RICE EDUCATION
AUSTRALIA

Executive Assistant – Liberating Education Applicant Information Package 2021



EDMUND RICE EDUCATION AUSTRALIA
National Office - Richmond, VIC



POSITION DESCRIPTION

Executive Assistant - Liberating Education

POSITION DETAILS	
Position title:	Executive Assistant - Liberating Education
Reports to (position title):	National Director - Liberating Education
Contract tenure:	5 Year Contract
FTE:	1.0 (Full Time)
Team:	EREA Liberating Education
Significant working relationships:	<ul style="list-style-type: none"> • National Director - Liberating Education • Liberating Education Team • National Manager Human Resources • EREA Executive Team • Executive Assistants to the Executive Director and National Directors • Principals and their Support Staff • Identity Leaders and Leaders of Learning in schools • Third Party Providers • National and 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:	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

In animating the EREA Charter for Catholic Schools in the Edmund Rice Tradition, this role supports the Liberating Education Team in the development and implementation of formation and liberating education initiatives.



4. Key working relationships

The position requires positive and harmonious working relationships with the:

- National Director - Liberating Education
- Liberating Education Team
- National Manager Human Resources
- EREA Executive Team
- Executive Assistants to the Executive Director and National Directors
- Principals and their Support Staff
- Identity Leaders and Leaders of Learning in schools
- Third Party Providers
- National and Regional Office Staff

5. Key Responsibilities

Support for National Director - Liberating Education

- 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)
- Support the National Director with communications as required: recording and relaying messages via phone, email and other correspondence
- Arrange and facilitate 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
- Administrative support for the EREA School Renewal process

Administration

- As Receptionist in a shared capacity, provide the first point of contact for visitors, deliveries, and callers to EREA
- Ensure correct protocols relating to access and safety

Communication

- Support effective communication between the Liberating Education Team, School Identity Leaders, School Learning Leaders and participants in relevant programs

National Formation Programs

- Support for the leadership, administration and accreditation of National Formation Programs



Preparation of Reports, Publications, Resources and Presentations

- Utilising the latest technology, develop high quality reports and publications as required
- At the direction of the National Director, outsource design expertise to improve the quality of publications
- Work with team members in the preparation of resources

Events Management

- Ensure that catering is organised and facilitated for meetings and gatherings of the Liberating Education Team
- Organisation of times for Executive Reference Group Meetings (inc Minutes)
- Participation in the organisation of regional and national events

Liberating Education Initiatives

- Support for the leadership and administration of Liberating Education initiatives
- Support for the organisation of conferences and gatherings

Liberating Education Team

- Participate as a member of the Liberating Education Team
- Arrange Liberating Education Team meetings as required - including developing agendas, recording minutes and following up the status of action items
- Organisation of travel and accommodation requirements for the Liberating Education Team in accordance with EREA policy

Additional Duties and Issues

- General support in the office area and operations of the National Office as required. This may include organisational support for larger events led by other Directorates
- Additional duties reasonably requested by the National Director Liberating Education



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 a strong 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 Covering Letter, outlining reasons for your interest in and suitability for the position (no more than 2 pages) and CV.

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. The successful applicant will be required to retain a valid Working With Children Check.

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 (AEDT) TUESDAY, 19 OCTOBER 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.