



POSITION DESCRIPTION & PERSON SPECIFICATION

College Department:	Administration
Position Title:	Executive Assistant
Position Code:	PD SSAD01
Position Classification:	Lutheran School Officer- General Staff (Grade 5)
Tenure:	Continuing

POSITION DESCRIPTION

1. Summary of the broad purpose of the position in relation to the College's goals.

(Expected outcome and how it is achieved.)

The Executive Assistant is responsible for providing high-level support primarily to the Principal and Deputy Principal. The role is pivotal in assisting the Senior Executive to discharge their leadership and governance responsibilities within the College.

The Executive Assistant brings an exceptionally high level of confidentiality and emotional intelligence to the performance of Secretarial and Administrative functions. Yirara College is deeply committed to providing education within a Christian context, and hence the Executive Assistant, along with all staff, contributes to maintaining a Christian ethos in the College.

The Executive Assistant is required to maintain effective and ongoing communications with all persons associated with their role to ensure the timely delivery of outcomes. The role encompasses skills in: servicing the needs of senior executive Management staff; managing highly sensitive communications and data; personal organisation; diplomacy; Executive representation; supporting the Human Resources Officer and working with people at all levels. Sensitivity in and an understanding of working empathetically with Indigenous people is required.

2. Reporting / Working Relationships

(To whom the person reports, staff for whom the person is responsible and other significant connections and working relationships within the College.)

The Executive Assistant reports to the Principal.

In the wider function of the role, the Executive Assistant also works collaboratively with other Executive Management, general staff, government agencies, and personnel as directed by the Principal.

The Executive Assistant is required to recognise and operate with respect to the complexities of the relationships between the governing bodies, the College community (staff, students, families, and communities) and the wider community.

3. Special Conditions

The Executive Assistant is employed under the conditions of their *Letter of Offer* and as outlined in their *Position Description & Person Specification* statement.

4. Extent of Authority

Any authority is as given by the Senior Executive in specific functions of the Executive Assistant role. The Executive Assistant is required to respect all other reporting structures within the College, ensuring that appropriate communications are employed at all times with other staff in support of the Management structure of the College.

5. Statement of Key Outcomes & Associated Activities

(Grouped into the Key Result Areas (KRAs), and as major areas of responsibility and activity.)

The following list of detailed duties is not intended to be exhaustive but rather descriptive of the role the Executive Assistant is required to fulfil. They should be regarded as an indication of the required areas of involvement. It is expected that the Executive Assistant understands that in the dynamic environment of Yirara College, a reasonable degree of flexibility is essential to fulfill the role and accommodate change as it occurs.

The role is likely to involve after hours involvement at meetings, presentations and attendance at College and other related events. Separate KRAs have been identified to encompass the major areas of responsibility and activity for the role of Executive Assistant as follows:

Planning, College Community & Future

Executive Support

Secretarial

Reception & Administration

The responsibilities of the Executive Assistant in each KRA include:

Planning, College Community & Future (College Planning, Life & Future, Christian Ethos)

- Actively engaging with the College Vision and Strategic Plan.
- Undertaking to support and promote the College Creed and assist other staff and students to do the same.
- Appreciating and respecting the Core Values of the College, practicing them in daily College life.
- Strongly supporting the College's commitment to advancing the wellbeing and prospects of Indigenous youth.
- Undertaking a personal commitment to the Staff Engagement Charter, outworking its elements in a manner of integrity, accountability and responsibility.
- Actively participating in the worship life of the College and setting an example of Christian living.
- Actively participating wherever possible and practical in College events.
- Engaging wherever possible and practical in activities that promote Yirara College within the local community.
- Abide by the Colleges policies and procedures.

Executive Support (Hospitality, Communications, Record Keeping, Data Management)

- Coordinating and maintaining the diary of the Principal, arranging appointments, meetings and attendance at other events.
- Coordinating and arranging appointments, meetings and attendance at other events for Exec staff.
- Providing relevant resources as directed in support of appointments, meetings and presentations for the Principal.
- Monitoring, responding to and re-directing communications, including screening of phone calls (landline and mobile).
- Providing hospitality to visitors, guests and senior staff, including organising special functions.
- Assisting in travel, and accommodation arrangements of new staff.
- Carrying out specific projects and research, providing requested resources and supporting documentation in a timely manner.
- Assist in organising College functions as required including Confirmation
- Coordinate daily communication including emails.
- Providing clerical and other as required support to the HR Manager.

Secretarial (Communications, Meetings & Record Keeping)

- Providing secretarial services to the Principal and Senior Executive.
- Assisting the Chaplin with clerical administration duties as required.
- Managing correspondence (emails, letters, documentation) of a complex nature including the preparation of confidential and high-level correspondence.
- Preparing agendas, take meeting minutes, and manage the distribution of meeting records as required.
- Communicate with LESNW, LEA and other Lutheran organisations as required

Reception & Administration (Hospitality, Communications, Data & File Management)

In conjunction with other administrative duties there may be occasions when support of the reception and administrative functions of the College is required. These may include but are not limited to;

- Answering telephone calls
- Ensuring visitors to the College are greeted in an appropriate manner and provided with the appropriate hospitality when waiting for an appointment or needing to be directed within the College.
- Ensuring that visitors sign in and out on the College Reception register, and that staff sign out and in when going off-site and returning as part of WH&S compliance.
- Ensuring any functions delegated to the administration support roles are undertaken in a professional manner.
- Providing relief to other admin roles when requested by the principal.
- Assist with maintaining staff personnel records, including Professional Development, Teacher registration, Working With Children (Ochre Card) and similar database(s) and other requirements including Lutheran Education South Australia, Northern Territory and Western Australia (LESNW).
- Support the Media team with relevant information to ensure that the College website is kept current.
- Assist in managing and maintaining the central filing system, archives, and document Masters.
- Updating and maintaining the Staff Handbook in conjunction with the HR Manager.
- Assisting the Principal with the filing of documents
- Assisting the HR Manager as required
- Assisting with accounting functions such as payroll and accounts payable as required.
- Any other school related duties as requested by the Principal

PERSON SPECIFICATION

1. Educational / Vocational Qualifications

- No specific Tertiary qualifications are required for the Executive Assistant role although people who have undertaken some level of study or training in Business Administration or Human Resources Management/Administration will find the role complementary to their existing skill set.
- Current Working with Children Clearance (Ochre Card) and current Criminal History Check.
- Hold or be willing to gain accreditation as required by Lutheran Education Australia.

2. Personal Skills, Abilities & Aptitude

Skills

- Demonstrated effective skills in;
 - Supporting management and leadership, working cooperatively and collaboratively.
 - Interpersonal relations, verbal and written communications, delegation and negotiation.
 - Accurate and efficient typing.
 - Planning, time management, instructional leadership and problem solving.

- Use of ICT technologies and software including MS Office suite, and data bases

Abilities

- Foster a culture of continual improvement, professionalism and collegiality across all areas of the College.
- Act with sensitivity, diplomacy, discretion, loyalty and in total confidence.
- Provide high quality services and be consistent in timely service delivery.
- Utilise initiative, be analytical and decisive in support of the needs of Executive Management.
- Strongly support the College's commitment to advancing the learning of Indigenous youth in a climate of respect and understanding in a cross-cultural community.

Aptitude

- Be willing and able to actively participate in the worship life of the College and acting consistently with the Core Values of the College.
- Be highly motivated, organised, and able to work under pressure, autonomously and in a team environment.
- Have a commitment to supporting the goals of the College and providing a high-quality service.
- Present professionally, be approachable, polite and demonstrate professional courtesy in all situations.
- Demonstrate integrity, enthusiasm, patience, maturity and flexibility in work practices.
- Demonstrate empathy and respect for Indigenous people and their culture.

3. Experience

- Utilising ICT networks to locate and access data and information.
- Ability to successfully operate in an Administrative and Secretarial support capacity.
- Composing and presenting communications, correspondence, reports and submissions in an efficient and professional manner to a high standard.
- Working with the general public, government agencies, service providers and other industry related personnel.

4. Knowledge

- Appreciation of education and life skills needs of students from Indigenous communities.
- Knowledge or willingness to acquire knowledge of the Lutheran School system, structure and personnel.
- Organisational structure and its management and reporting dynamics.
- Standards in presentation of data and information in a Senior Executive environment.

PERSON SPECIFICATION

5. Evaluation Factors

The position of Executive Assistant carries a Classification Level of Grade 4 of the Lutheran School Officers Schedule of the *Lutheran Schools NT Enterprise Agreement 2014*. The Evaluation Factors at this Classification Level are:

Supervision & Direction

- Receives little direct supervision and generally is responsible to a senior manager or executive.
- Receives direction covering the broader technical aspects of the work.
- Subject to occasional checks to ensure satisfactory progress.
- Work is measured in terms of achievement of stated objectives.

Use of Knowledge

- Demonstrate a broad knowledge base incorporating a range of theoretical concepts
- Technically competent and well experienced.
- Undertakes enquiries to clarify technical requirements
- Contribute to development of operational policy

Use of Skills & Problem Solving

- Apply solutions to a range of problems
- Analyse and plan approaches to technical problems
- or management requirements

Control, Authority & Decision-Making

- Identify and apply skill and knowledge in some depth to most matters
- May be required to prepare a budget.

Judgement

- Evaluate information and use for forecasting, planning or research purposes.

Responsibility & Accountability; Responsibility for Others

- Take responsibility for own outcomes in relation to specified quality standards
- May be expected to take significant initiative and responsibility
- May take responsibility for the quantity and quality of the work of others
- May be expected to supervise Lutheran School Officer at Grades 1, 2, & 3

6. Performance Standards & Review

An annual Performance Review is undertaken with the Principal and HR Manager to determine capacity to meet the demands of the role, where additional skills training is required, and what level of satisfaction is being obtained. The basis of the Performance Review is utilising the Key Performance Indicators (KPIs) identified in Appendix A.

COLLEGE DIRECTION & VALUES**Our Vision**

As a Lutheran College that reflects the message of Christ with passion and commitment, staff and students journey with each other in authentic learning through inspired delivery; are challenged to discover and develop their gifts and abilities whilst also discovering God's masterpiece in themselves within a place that is conducive to safe, respectful, encouraging and uplifting living.

Our College Creed

How we live and learn at Yirara as *'One Family – God's Family'*

We love, respect and serve God, others and ourselves by:

- | | |
|---|------------------|
| Working together | (Cooperation) |
| Looking after each other | (Empathy) |
| Acting safely | (Responsibility) |
| Making it right (when things go wrong) | (Restoration) |

"Do to others as you would have them do to you."

Our Core Values Statement

At Yirara we:

- live the message of God's love and salvation;
- accept and affirm each individual as loved of God;

- create a safe, inclusive and meaningful learning environment;
- empower individuals as lifelong learners; and
- value partnership with families.

STAFF ENGAGEMENT CHARTER

At Yirara College all staff are asked to participate in the life of the College in a spirit of unity and commitment to the processes and wider vision of the College. Without this commitment a culture of individualism and division will ultimately arise in which the capacity of the College to operate in a unified manner and provide the desired education for its students is compromised.

To ensure that all staff engage in a manner that is consistent with the values and objectives of Yirara College, all staff are required to agree to and abide by the Staff Engagement Charter.

Staff Engagement Charter

1. I understand the contents of this Charter and the commitment I make by signing it.
2. I agree to
 - a) live the message of God’s love and salvation
 - b) subscribe to the Vision and Core Values of the College
 - c) actively promote the College Creed
 - d) work towards successful implementation of the College Strategic Plan
 - e) treat others with dignity, and provide encouragement and support for those around me
 - f) journey with other staff and students in a spirit of unity
 - g) contribute to and engage positively in an environment of authentic learning
 - h) be objective and positive in my contribution to change within the College environment
 - i) uphold and follow the policies and procedures of the College
 - j) respect leadership within the College

Agreement	
As an employee of Yirara College, I agree to discharge my responsibilities as outlined in the Position Description and Person Specification, and to abide by the Staff Engagement Charter.	
----- (Print Name)	----- (Signature)
Date:	
Chris England	
----- Principal (Print Name)	----- (Signature)
Date:	

PERFORMANCE MANAGEMENT (Appendix A)

In relation to setting goals and managing performance, Key Performance Indicators (KPIs) are put in place within each Key Result Area (KRA) so that effort can be measured and performance rewarded.

College Community & Future KPIs
Actively participates in the worship life of the College and sets an example of Christian living.
Actively engages with the College Vision and Strategic Plan.
Provides support to and promotes the College Creed and Core Values.

Executive Support KPIs
The diaries of the Principal are professionally managed in regard to arranging appointments, meetings and attendance at other events.
Resources are provided in a timely and professional manner, in support of appointments, meetings and presentations for the Principal
All requirements are met for providing secretarial support to the Principal.
Phone calls are professionally screened and communications are monitored, responded to and re-directed.
Professional and timely assistance is provided in regard to sorting relevant travel, and accommodation arrangements.

Secretarial KPIs
Secretarial services are provided to the Senior Executive and to the quality standards anticipated.
All correspondence and documentation is managed in a professional and discreet manner.
Meeting agendas, resources and minutes are provided to a high standard and managed professionally and efficiently.

Reception & Administration KPIs
All visitors to the College are greeted in a professional manner and supported efficiently throughout their visit.
WH&S requirements are met consistently in regard to staff and visitor movements in and out of the College grounds.
The central filing system, archives and suite of document master copies are maintained.
The Staff Handbook is kept current.
All tasks undertaken are performed to a high standard and completed on time.