|  |  |  |
| --- | --- | --- |
| 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:**  Principal  Vice Principal  Chief Operating Officer  Faculty  Staff  Students  Governing Board  College Executive |
| **External:**  Archbishop’s EA  Diocese of Sydney (Bishops, SDS, etc.)  Alumni and clergy in Sydney Anglican Diocese  Other theological colleges (Principal’s EAs)  Donors  Consultants  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 | | |
| **Desirable Criteria:**   * Experience as an Executive Assistant * Understanding of the Sydney Anglican diocese * Experience in the higher education sector | | |
| Acknowledgement | | |
| **I understand and accept the responsibilities as outlined in this position description.** | | |
| Employee Name |  | |
| Signature |  | |
| Date |  | |

|  |  |  |
| --- | --- | --- |
| 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 |
| **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 |
| **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 |
| **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 |
| **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 |
| **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 |
| **Internal Cooperation** | * Collaborate with various departments during a range of initiatives and projects | * Departments are cohesively cooperated with |
| **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 |
| **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 |
| **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 |
| **Sustainability** | | |
| **Records Management** | * Digitalising and archiving of hard copies of various records in TRIM or the Executive Drive | * Files are appropriately archived |
| **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 |
| **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 |
| **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 |
| **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 |