

POSITION DESCRIPTION

Communities of hope, joy and wonder where all are welcome.



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| Administration Support Officer (Projects) | |
| Position Level | Grade 3, Step 1 – Step 3 |
| Salary Range  (Full-time) | $ 73,684 to $ 80,485 + Superannuation (based on skills and experience) |
| Reports To | Chief Information Officer |
| Location | Catholic Education Office, Manuka |
| Employment Type | Full-Time |
| Employment Term | 10- months December 2022 |
| Hours Per Fortnight | 76 hours |

Who Are We?

Catholic Education, Canberra & Goulburn (CE) plays an integral role in education both in the ACT and NSW, covering 88,000 square kilometres covering the whole of the ACT and extending from Pambula on the south coast, to Crookwell in the North, through to the western point of Lake Cargelligo. Operating 56 Schools and 8 Early Learning Centres, CE is key to the education of over 21,000 students within the Diocese and employing over 2,100 professionals. At CE, our people are the engine that drives our system forward.

Our Vision

Jesus Christ, our greatest teacher, calls us to share and witness to our Catholic Faith and Tradition, build inclusive communities and deliver contemporary quality learning opportunities for every person.

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| Position Purpose | The Administration Support Officer (Projects) will provide general administrative support to the program enabling projects to be delivered within scope, timeframe and budget.  The role will be responsible for developing and updating project documents, templates and communication documents/reports. Additionally, the Administration Support Officer (Projects) will provide, records management and general, support and assistance across all administrative functions for the program. |
| Position Duties | * Develop and maintain project/program documentation and templates. * Maintain communication documents and reports and distribute required communication documents/reports to various stakeholders. * Capture workshop meeting notes and develop these into the appropriate presentation format for distribution after workshops and meetings. * Oversee administrative tasks and provide administrative support with various projects within a program. * Other ad-hoc duties as required. |
| Skills, Attributes and Experience | * Professional experience and working knowledge with computer software packages including Microsoft Office Suite (Word, Excel, Access, Power Point) and electronic document applications. * Professional experience in an administrative support role. * Demonstrated stakeholder management skills, including demonstrated ability to foster effective working relationships with key internal and external stakeholders. * Well-developed verbal and written communication skills. * Motivated individual possessing an ability to operate independently within existing processes and procedures and work collaboratively as part of a team. |
| Qualifications | * Must hold a relevant Working with Children registration or willingness to obtain one. * Project Management or Business Administration qualification is welcomed but not mandatory. |

Application Requirements

All applications must be submitted online via the online recruitment system. You can apply using the ‘Apply Now’ button found in the job advertisement. Your application must include a resume and cover letter (separate documents) outlining your suitability for the position based on the requirements set out in the position description. E.g. why would you be the best person for the position?

Working with Children

In the course of your employment, you will have direct contact with children, and it is, therefore, child-related work in accordance with:

1. in the ACT, Working with Vulnerable People (WWVP) (Background Checking) Act 2011; and/or
2. in NSW, Child Protection (Working with Children Check) (WWCC) Act 2012.

Employment with CE is conditional upon successful applicants having or obtaining a valid and current working with children registration, appropriate to the state and/or territory in which they will work. NSW and ACT require different working with children registrations.

Religious Education

All CE staff are required to attend religious accreditation designed to acquaint you with the vision and mission of Catholic Education. For more information regarding religious education - [Click here](https://intranet.cg.catholic.edu.au/formandpolicies/Lists/Policies%202015/Attachments/132/RE%20Accreditation%20Framework.pdf)

Employment Information Collection Notice CE’s Privacy Policy - [Click here](https://cg.catholic.edu.au/privacy-statement/)

Application Enquires: CE Recruitment Team

Phone: 02 6234 5427 | Email: [recruitment@cg.catholic.edu.au](mailto:recruitment@cg.catholic.edu.au)