

Position Description Executive Support Officer (Diocesan Governance and Schools)

Position Title:	Executive Support Officer – Diocesan Governance and Schools
Department:	Anglican Diocese of Grafton
Position held by:	New Position
Reports to:	Registrar/General Manager

THE ROLE

The Executive Support Officer – Diocesan Governance and Schools is an important role in the Registry of the Anglican Diocese of Grafton and is based in Grafton.

The position reports to the Registrar/General Manager and provides executive support for the Registrar, Bishop-in-Council, The Corporate Trustees of the Diocese of Grafton, and various standing committees to support the quality of governance and administration actions and to enable continuous improvement in these areas.

The Executive Support Officer has a specific role in support of the Grafton Anglican Schools Commission's oversight of the schools connected to the Diocese of Grafton, primarily through secretariat support of the Commission.

The Executive Support Officer role is based on 0.4 allocation to the work of the Grafton Anglican Schools Commission and a 0.6 allocation to supporting the governance activities of the Anglican Diocese of Grafton in general.

PURPOSE OF THE POSITION

The Executive Support Officer is key in enabling the Anglican Diocese of Grafton to achieve and maintain robust governance and management systems with a special emphasis on the governance oversight of the schools of the Diocese.

REPORTING RELATIONSHIPS

The Executive Support Officer reports to the Registrar/General Manager on all matters.

In matters relating to the Grafton Anglican Schools Commission, the Executive Support Officer has a close liaison with the Chair of the Commission.

MAJOR DUTIES AND RESPONSIBILITIES

In the area of general governance and administration support, the Executive Support Officer will provide assistance with:

- Developing and revising of Diocesan policies, procedures and instructional manuals;
- Conducting investigations into proposals aiming to benefit the governance, administration or mission of the Diocese;
- General research into topics of interest to the Diocese;
- Distilling the results of investigations into papers for senior officers and boards of governance to succinctly explain the background and present recommendations;
- Preparation of internal legislation (Ordinances) for the Diocese;

- Preparation of correspondence on behalf of the Registrar;
- Induction of new staff and officer bearers of the Diocese;
- Training staff and office bearers in Diocesan policies and procedures;
- Reviewing contract documentation on behalf of the Diocese;
- Preparing the agenda and meeting papers for meetings of Bishop-in-Council, The Corporate Trustees and other standing committees of the Diocese;
- Tracking the execution of the resolutions of Bishop-in-Council, The Corporate Trustees and other standing committees of the Diocese;
- Executing commercial transactions on behalf of the Diocese;
- Assisting with human resources and recruitment actions as required.
- Preparing content for the Diocesan website, the North Coast Anglican and other communication media;
- Other matters as required.

In the area of support for the Grafton Anglican Schools Commission, the Executive Support Officer will assist the Registrar and the Chair of the Grafton Anglican Schools Commission ('the Commission') through:

- Providing secretariat support for the Commission and meetings of the Commission;
- Receiving and responding to formal communication from Diocesan schools and action as appropriate;
- Maintaining a database of School Council members and senior staff of Diocesan schools;
- Managing the processes of application for appointment and re-appointment to School Councils;
- Inducting new members of School Councils and new senior staff of Diocesan schools into understanding of the school's relationship with the Diocese and the Anglican Church of Australia;
- Receiving papers of all School Council meetings, review and bring relevant matters to the attention of the Commission or the Chair of the Commission, as appropriate;
- Assisting the Commission with drafting of reports to Bishop-in-Council, the Synod and any other relevant body;
- Undertaking research and data-gathering to inform the work of the Commission;
- Managing the collection of financial and operational accountability information from schools;
- Attending all Commission and Diocesan Schools Network meetings;
- Providing guidance to Chairs, Principals and Business Managers of Diocesan Schools on procedures for matters requiring approval (e.g. capital expenditure) of the Commission and/or Bishop-in-Council;
- Maintaining Commission records, action and project plans and status of actions;
- Maintaining current versions of policies and procedures and their availability on the Diocesan website;
- Assisting the Commission in the drafting and revision of policies, procedures and ordinances relating to the work of the Commission;
- Promoting the Anglican Diocese of Grafton Schools Ethos Statement;
- Other matters relating to the work of the Commission.

Participation in Registry Improvement

- Participate as part of the office team in the general improvement of the operation of the Bishop's Registry;
- Adopt a philosophy and practice of continuous improvement in all facets of the role striving for high standards of accuracy, trustworthiness, reliability, transparency,

efficiency, and timeliness supported by documented processes and knowledge transfer;

- Support an approach that fosters teamwork and consultation;
- Assist in the identification of cost savings and introduction of improved cost controls.

General

- Work within the delegations and reporting structure of the role;
- Work in a manner that maintains personal safety and safety of others within Diocesan WHS guidelines;
- Refrain from engaging in risky, hazardous, or unsafe work practices which may endanger the safety of oneself and others
- Report workplace hazards and take risk mitigation steps as appropriate and where safe to do so;
- Follow and assist in developing safe work procedures for new work;
- Work closely with the staff of the Registry, building rapport and constructive working relationships;
- Through personal presentation, communication and actions, demonstrate support for the Anglican Diocese of Grafton especially with regard to its ethos and its mission;
- Work in accordance with the Administration Code of Conduct and other policies and procedures applicable to Registry staff;
- Participate in training (including WHS training) required of Registry staff;
- Attend committee meetings as required;
- Undertake any travel that is reasonably required as part of this role.

SELECTION CRITERIA

The Executive Support Officer will be selected in accordance with the following skills, experience and attributes.

Essential Criteria

- Tertiary qualifications followed by at least 3 years' application in an organisational environment;
- Demonstrated advanced English-language writing skills appropriate for procedures, instruction manuals, board reporting, and similar;
- Demonstrated experience in conducting literature reviews and undertaking qualitative investigation of complex information and situations;
- Strong cognitive, logical thinking and analytical skills enabling comprehension of new topics and recognition of relevant information;
- High proficiency in personal computing skills especially relating to Microsoft Office, Microsoft Excel, Microsoft PowerPoint and similar applications;
- Sound verbal English-language communication skills suitable for board reporting, team processes and stakeholder liaison;
- Sound organisational and time management skills suitable for maintaining quality work and meeting deadlines in a multi-task environment;
- Ability to calculate a fundamental cost-benefit analysis and to interpret financial reports at a high level;
- Interpersonal skills appropriate to dealing with a variety of colleagues and stakeholders;
- Capacity to work autonomously and as part of a team;
- Demonstrated ability to maintain confidentiality and discretion;
- Good attention to detail and high accuracy of work;

- Demonstrated understanding and compliance with Work Health and Safety principles;
- Ability to satisfy the background checks relating to Safe Ministry as required by the Anglican Diocese of Grafton (e.g. National Police Check; Working With Children Check)

Desirable (but not required) Criteria

- A Bachelor's Degree in business, commerce, economics, education or another similar field;
- Prior experience in a similar role in an Australian Charity or Not for profit organisation;
- Strong competency in statistics;
- High level financial literacy;
- Prior experience in providing secretariat support to a governance body;
- Prior experience interacting with the governance of a non-government school;
- Membership of the Anglican Church of Australia.