



Position Description – Deputy Registrar/Executive Officer-Schools

Position Title:	Deputy Registrar/Executive Officer-Schools
Department:	Anglican Diocese of Grafton
Reports to:	Registrar/General Manager
Updated:	21122023

THE ROLE

Deputy Registrar/Executive Officer-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 level 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 Deputy Registrar/Executive Officer-Schools also has a lead role in support of the Grafton Anglican Schools Commission's oversight of the schools connected to the Diocese of Grafton.

The Deputy Registrar/Executive Officer-Schools is based on a 0.4 FTE allocation to the work of the Grafton Anglican Schools Commission and a 0.6 FTE allocation to supporting the activities of the Anglican Diocese of Grafton in general.

PURPOSE OF THE POSITION

Operating under broad direction from the Registrar/General Manager and the Chair – Grafton Anglican Schools Commission, the Deputy Registrar/Executive Officer-Schools will assist in the effective management of the governance, legal, financial and communication functions of the Anglican Diocese of Grafton with a special emphasis on the governance oversight of the schools of the Diocese.

REPORTING RELATIONSHIPS

The Deputy Registrar/Executive Officer-Schools reports to the Registrar/General Manager on all matters.

The Deputy Registrar/Executive Officer-Schools will liaise closely with the Chair of the Commission in matters relating to the Grafton Anglican Schools Commission

QUALIFICATIONS AND SKILLS

The Deputy Registrar/Executive Officer-Schools will have the following qualities, professional qualifications and skills:

1. Tertiary qualifications, preferably in governance, finance, business, human resources or education followed by at least 3 years' application in an organisational environment;
2. Advanced oral and written communication skills, including the ability to prepare reports, briefing documents and correspondence;
3. Strong cognitive, logical thinking and analytical skills enabling comprehension of new topics and recognition of relevant information;
4. Effective liaison and interpersonal skills, and the ability to build and maintain relationships with a diverse range of colleagues and stakeholders;
5. Sound organisational and time management skills suitable for maintaining quality work and meeting deadlines in a multi-task environment;
6. Ability to interpret financial reports;
7. Demonstrated ability to work as part of a team, as well as being able to exercise judgment and initiative with a high level of integrity and confidentiality;
8. High proficiency in personal computing skills especially relating to Microsoft Office 365 and similar applications;
9. Demonstrated understanding of and commitment to the implementation of equity and workplace health and safety principles;
10. A sympathetic understanding of and commitment to the ethos and values of the Anglican Church of Australia and an appreciation for its mission;

The 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) is essential.

Desirable (but not required) Criteria

- Prior experience in a similar role in an Australian Charity or Not for profit organisation
- 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.

MAJOR DUTIES AND RESPONSIBILITIES

In the area of general governance and administration support, the Deputy Registrar/Executive Officer-Schools will be required to:

- Research, design and develop systems, processes and tools to strengthen governance and management and improve organisational capability to further the mission of the Diocese;
- Contribute to the meeting papers for meetings of Bishop-in-Council, The Corporate Trustees and other standing committees of the Diocese;
- Review, develop and provide advice on Diocesan policies, procedures and instructional manuals;
- Assist in overseeing Diocesan finances, executing commercial transactions
- Prepare internal legislation (Ordinances) for the Diocese;
- Coordinate and conduct induction programs for new staff and officer bearers of the Diocese;
- Assist with human resource matters and recruitment actions;
- Prepare content for the Diocesan website, the North Coast Anglican and other communication media;
- Undertake other duties and tasks as directed.

In the area of support for the Grafton Anglican Schools Commission, the Deputy Registrar/Executive Officer-Schools will assist the Registrar and the Chair of the Grafton Anglican Schools Commission ('the Commission') by:

- Preparing the agenda and meeting papers for meetings of the Commission;
- Developing and revising policies, procedures, guides and ordinances relating to the work of the Commission;
- Receiving and responding to formal communication from Diocesan schools and action as appropriate;
- Managing the process of application for appointment and re-appointment to School Councils and maintaining required records;
- Inducting new members of School Councils and new senior staff of Diocesan schools into understanding 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;
- Drafting reports to Bishop-in-Council, the Synod and any other relevant body on behalf of the Commission;
- 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;
- Promoting the Anglican Diocese of Grafton Schools Ethos Statement;
- Undertaking other relevant duties and tasks as required.

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;
- Undertake other duties and tasks as directed.