

POSITION DESCRIPTION

Executive Officer

POSITION DETAILS	
Position title:	Executive Officer
Reports to (position title):	Regional Director - SA/WA In direct- Director SIO
Organisation:	EREA Flexible Schools Ltd
FTE:	Continuing, full-time
Location:	Adelaide preferred – Perth would be considered
Approved:	November 2023

1.0 Vision

Founded in values espoused in the Gospel, Edmund Rice Education Australia (EREA) seeks to transform the hearts and minds of young Australians through education to build a more just and inclusive local and global community through presence, compassion, and liberation. According to *The Charter for Catholic Schools in the Edmund Rice Tradition*, EREA offers a *Liberating Education*, based on a *Gospel Spirituality*, within an *Inclusive Community* committed to *Justice and Solidarity*.

2.0 Context

EREA Flexible Schools Ltd is a company limited by guarantee established by the Member (EREA Ltd) to lead Flexible Schools and Special Schools in all states and territories except Victoria. EREA Flexible Schools Ltd is responsible for the strategic direction, financial management and legal obligations of each school.

EREA Flexible Schools Ltd currently educates over 2,000 young people in 21 Flexible Learning Schools (12 based in Queensland and 9 other schools across Australia) and two Special Education Services Schools in Sydney. Flexi schools serve young people who experience complex educational, social or psychological situations which demand unique responses. They enable young people to engage in education in a supported learning environment through a methodology based on trauma informed practice, to co-create a *Common Ground* using *Operation by Principles*, in which the principles of Honesty, Respect, Participation, Safe & Legal are embedded.

3.0 Position Purpose

The Executive Assistant is responsible for providing efficient and effective executive, project and administrative support to the Regional Director and acts under the direction of Regional Director.

4.0 Key Responsibilities and Accountabilities

1. Provide primary support to the Regional Director

Act as a first point of contact for the following:

- Extensive diary management and scheduling of appointments / meetings / other events.
- Arranging all aspects of travel, including accommodation and car hire bookings.
- Prioritising and responding to all communications (email, phone calls and / or other communications) as necessary.
- Answer and respond to phone calls, communicate and ensure receipt of messages and information.
- Liaise accordingly with stakeholders and develop trust and build relationships on behalf of the Regional Director.
- Provide administrative support, including answering phones, assisting in the preparation of documents and document control.
- Proactively following up the Regional Director on commitments and ensuring awareness in advance of all commitments.
- Organisation and preparation for meetings, including collation of documents and attending to logistics and management of meetings.
- Providing ongoing task management support for the Regional Director including maintaining and managing a regular task list and providing directive support on those issues.
- Draft, review and distribute communications of behalf of Regional Director.
- Preparation/coordination of correspondence, reports, Senior Leadership announcements / packages and presentations.
- Monitoring emails and flagging urgent priorities for their action or responding on their behalf.
- Managing the Regional Director calendar.
- Attend meetings with the Regional Director, organise Agenda items, take minutes and keep track of actions.
- Develop a communication strategy for the Regional Team and collate of site newsletters, Regional Director communications.
- Reconciliation of Regional Directors expenditure via concur systems.
- Support Heads of Campus, Site Principals, Area Principal, Director and Regional Director with data uploads for Census and NCCD.
- Collate and prepare all government reports.
- Prepare and collate mandated School Data Reports and Annual School Reports.
- Maintain website and social media platforms for sites.
- Assist and work with the Assistant Director with Administration tasks as required.
- Have a strong insight around Policy development and be a member of the Policy committee to advise and collate Policy.
- Ad hoc personal assistance / general administration as required.

5.0 General

- End to end event coordination from invitations, following up attendees, sourcing venues, catering, printing name tags and preparing venues for conferences and meeting.
- Preparing correspondence including agendas, collation of information, formatting and reviewing prior to distributing in a timely manner.

6.0 Travel

- Expected to be required to travel with Regional Director to Perth, Geraldton, Adelaide and for professional development and networking opportunities to other states from time to time. Approximately 10% travel time.

7.0 Other

- Perform other duties within the accountability and level of the role as they emerge and as requested by the Regional Director. These additional duties will, in general, be mutually agreed by all parties.

8.0 Key Attributes and Experience

- Understanding of and commitment to the values of a Catholic educational system of schools in the Edmund Rice tradition.
- At least 5 years' experience as a C-Suite Executive Assistant with a proven ability to build relationships with key stakeholders.
- Proven capability in diary management and email correspondence for multiple Executives.
- Experience proactively engaging with a wide range of stakeholders.
- Demonstrated ability to be flexible, well organised and display initiative to improve practices.
- A confident and experienced professional with exceptional communication (both written and verbal) skills including high interpersonal skills and a high EQ.
- Be extremely proficient with advanced skills in Microsoft Office Suite and Excel skills.
- Demonstrated capacity to work autonomously and to approach activities with initiative.
- An open and collaborative working style with the ability to be assertive yet diplomatic with staff and executives of all levels.
- Ability to work and contribute to a team environment.

9.0 Personal Attributes

- A naturally empathetic and compassionate individual who is resourceful and resilient.
- High level interpersonal and presentation skills combined with energy and initiative.
- A passion for helping others succeed.
- Able to work under pressure at varies times of the year with stringent time constraints.
- Have a high level of attention to detail; a deep sense of personal accountability; and be extremely confidential.

EREA EXPECTATIONS

A commitment to the Catholic ethos in the Edmund Rice tradition.

Staff are required to read, understand and comply with all EREA policies, procedures and reasonable direction, while demonstrating professional workplace behaviour in accordance with the EREA Code of Conduct.

A valid Working with Children Card is an essential condition of employment.

CHILD SAFEGUARDING RESPONSIBILITIES

EREA is a child safe and child-centred organisation, committed to the protection of children, young people and enrolled adults (students). EREA has zero-tolerance of any abuse.

It is our commitment to ensure that each and every student is kept safe and free from all forms of harm and abuse.

EREA is committed to ensuring the safety, wellbeing and dignity of all students. Our physical and cultural environment promotes inclusion, participation and empowerment.

You are required, as a condition of employment, to comply with our Safeguarding Program, including our Safeguarding policies and procedures, the Code of Conduct/s, your legal obligations with respect to the reporting of child safety incidents or concerns, and in maintaining a valid and current Working with Children Card.

It is your responsibility to be aware of key indicators of child or student abuse and other harm, to be observant, and to report any and all child safety incidents or concerns.

AGREEMENT

The requirements of this position description are intended to describe the general nature and responsibility of work in this position. These statements are not to be construed as an exhaustive list of all duties, tasks and skills required of the position. This position description should be read in conjunction with the employee's contract of employment. Employees will also be required to follow any other position-related instructions and EREA policies, and to perform other position-related duties required to support EREA's compliance with its legislative obligations. Through consultation with the employee, EREA may vary the responsibilities of the position temporarily as required, but within the skills and responsibility levels appropriate to the position.

