



## Executive Officer

POSITION TITLE:	Executive Officer
REMUNERATION SCALE:	Grade 4-5 <i>(Salary range: \$65,000-\$100,000 plus super)</i>
REPORTS TO:	Chief Executive Officer, Catholic Social Services Australia (CSSA)
FULL TIME EQUIVALENT:	1.0 FTE
HOURS PER WEEK:	Thirty-seven and a half (37.5) hours a week
LOCATION:	Braddon, ACT
AUTHORISED BY:	The Chief Executive Officer, Catholic Social Services Australia (CSSA)
DATE:	April 2018

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### **Primary Objectives**

This role is responsible for the execution of the key activities in the Executive and Corporate Support functions encompassing a range of organisational and administrative functions. This includes secretariat, administrative and project support coordination and implementation of strategies to support the achievement of CSSA's strategic and operational objectives.

The position provides high level secretariat, research, administrative and project support to the CEO and the Leadership Team that contribute to achieving the goals and effective management of CSSA with regular liaison and interaction with senior, high profile stakeholders.

### **Major Accountabilities**

Under the direction of the Chief Executive Officer and the Deputy CEO:

- Provide high level executive and secretariat support services to the CEO including management of the CEO's diary and correspondence with proactive scheduling, prioritising, and facilitating to ensure the smooth and efficient operation of the office.
- Provide secretariat support to the Board and various sub-committees including preparing meeting agendas, minutes and monitoring actions.
- Undertake research and analysis in the preparation of reports, speeches and discussion papers for the CEO.

- Provide a range of administrative support functions for the office including event management, travel bookings and coordination of contracts with suppliers and shared service providers.
- Coordinate CSSA website content, blogs and social media and video conferencing as required.
- Maintain accurate and up to date databases to support CSSA stakeholder engagement.

## **Organisational Environment**

Social services are essential to the mission of the Catholic Church. CSSA is the Catholic Church's peak national body for social services, providing leadership in advancing the social service ministry of the Catholic Church in Australia. CSSA envisages a fairer, more inclusive society that reflects and supports the dignity, equality and participation of all people.

As a national advocate, CSSA works with its members to produce evidence/research that informs public opinion and assists lawmakers to develop just and compassionate social and economic policies that will improve the lives of the poor and vulnerable in Australia. In doing so, CSSA fosters connectedness and partners with Catholic social service providers.

To this end, CSSA challenges the structures in society that lead to experiences of poverty and disadvantage. It promotes and supports Catholic identity in the social services sector and, through the work of its members, supports the delivery of a wide range of social service programs to assist over 500,000 Australians annually.

The Executive Officer is a senior integral role within the organisation including coordination, communication and implementation of strategies to support the achievement of CSSA's strategic and operational objectives. The Executive Officer is accountable to the Chief Executive Officer CSSA and works closely with the CSSA Leadership Team to ensure the efficient and effective administration of CSSA

All staff within CSSA are expected to:

- Contribute to the implementation of the vision, mission and values of CSSA in a way that promotes a fairer, more inclusive society that preferentially assists people most in need.
- Build an organisational culture that promotes the Catholic mission, values and vision of CSSA, and foster behaviours and outcomes consistent with that culture.

## **Risk and Work Health and Safety**

Observe safe work practices in accordance with training and instruction given and report any risk to your immediate supervisor. Risks arising in the workplace may be financial, site, task or person specific or related to safety.

Promote and implement work health and safety and risk mitigation processes within your workgroup.

Comply with the Australian Catholic Bishops Conference's corporate work health and safety practices

Identify, report and where appropriate, action risks/hazards in order to eliminate or mitigate against the risk recurring.

Participate in the consultative processes provided by the organisation.

### **Key Communications**

CSSA Chief Executive Officer

CSSA National Office staff

ACBC staff

CSSA Members

CSSA Board

External Service Providers for the provision of services and contracts

CSSA Stakeholders

### **Accountability (Independence and Influence)**

Whilst determination of projects will usually be decided at Executive level, this position will require a self-starter and a person who can manage a busy CEO office with minimal day to day supervision. A high level of judgement and discretion will be required. Policies, guidelines and rules are available to guide the employee in decision making however sound judgement and strict confidentiality will often be required.

The Executive Officer will refer all decisions to the Chief Executive Officer or to the Deputy CEO that are beyond the scope of the position.

### **Job Environment**

This role is one of co-ordination and facilitation. It involves effective support for the CEO, CSSA Leadership Team and the CSSA Board and Committees.

### **Reasoning**

Decision making will be limited to those associated with day to day delivery of the above major accountabilities that are covered by agreed procedures and practices. While some initiative is expected in interpreting information, more significant issues can be referred to the position's supervisor.

### **Challenges**

The main challenge of the position is the balancing and prioritising of the broad range of work demands on the position and ensuring quality work and user satisfaction in a high workload environment where good relations must be maintained at all time.

### **Knowledge, Skills and Experience (these must be addressed in your application)**

- A tertiary qualification in a relevant field or a minimum of five years relevant experience.
- Project management skills and the ability to successfully undertake both strategic planning and execution.
- Strong written and verbal communication skills with exceptional attention to detail.
- Strong relationship building skills, which enable influence and productivity.
- Ability to be tactful with sensitive matters and retain confidentiality
- Exceptionally strong time management and organisational skills.

- Ability to analyse problems, undertake research and formulate solutions in relation to executive systems and procedures.
- Demonstrated experience in the Microsoft Windows operating environment and the Microsoft Office applications software.
- An understanding of and willingness to work within the mission and identity of the Catholic Social Services Australia.

### **Position Impact**

The Executive Officer to the CEO does not supervise another position and does not administer a budget.

Staffing – Direct Report: Nil – see attached organisation chart.

Staffing – Potential Direct Report: Nil.