

Anglican Diocese of Newcastle

Position Description - ADMINISTRATIVE ASSISTANT

Classification – Grade 4 (Clerical and Administrative Employees (State) Award)

Responsible to

Diocesan Business Manager or delegate

Key responsibilities

The Administrative Assistant will provide general administrative assistance, working as a team member with Diocesan office staff, and other tasks assigned by the Diocesan Business Manager or his delegate.

Primary Duties

- a) Provide administrative support to the Parish and Administrative Services Team
- b) Take minutes of general meetings when required
- c) Assist in preparation of Diocesan Committee Business Papers
- d) Follow up on decisions of the Diocesan meetings
- e) Provide relief receptionist duties
- f) Act as a contact and reference point for Parishes and other Diocesan entities (e.g. Newcastle School of Theology for Ministry)

General Duties

- a) Attend staff meetings
- b) Agree to the Diocesan Confidentiality Code
- c) Act in a backup capacity during the absence of other staff
- d) Support the Diocesan hospitality/welcoming code
- e) Maintain a friendly professional working relationship with other Diocesan staff
- f) Undertake reasonable tasks as directed by the Diocesan Business Manager or the Parish and Administrative Services Manager
- g) Follow Diocesan rules, practices and policies (including Human Resources directives) as may be promulgated

Key Selection Criteria

Skills sought:

- Sound computer skills (Word/Excel/Access/Outlook)
- Excellent written and verbal communication skills
- Ability to balance multiple tasks
- Ability to demonstrate sound time management/organisational skills
- Ability to work and contribute effectively in a team environment and with a range of professional and volunteer people from all ages, backgrounds and levels of the organisation
- Ability to manage the expectations of multiple stakeholders.
- Current driver's license
- Understanding of Christian values

Other information

The successful applicant will be required to complete a Working With Children declaration and comply with the Diocesan Code of Conduct and policies as promulgated.