Position Description

Executive Assistant – Principal’s Office

The College

Saint Ignatius’ College, Riverview is a leading independent non-selective boys’ school for Years 5-12. It is a Catholic day and boarding school run by the Society of Jesus and moulded in the Ignatian tradition.

Established in 1880, the mission of the College is to provide an all-round education that inspires boys to a life-long development of their faith. This means they will seek understanding, strive for justice and commit to the service of others with discernment, conscience and compassion.

The College is situated at Lane Cove, Sydney and consists of two campuses co-located on 45 hectares of land. Currently more than 1550 students attend the College, 330 of whom are boarders.

1. **Role responsibility**

   The Executive Assistant is directly responsible to the Principal.

2. **Purpose of the role**

   The Executive Assistant (EA) works with the College Principal, to deliver a broad range of services to support the College’s educational mission. At all times, both the Principal and Executive Assistant are inspired and guided by the highest Ignatian ideals of *Companionship* and *Team*. Within that context, the role of the Executive Assistant focuses primarily on providing professional and administrative support to the Principal.

3. **Key role relationships**

   The Executive Assistant has responsibility for the efficient and harmonious operation of the Principal’s office and the affairs that relate to the Office including the College Council. In exercising this responsibility the Executive Assistant will be guided by the College Mission and Strategic Directions and will liaise with the College Council members, Deputy Principals, Directors and Managers reporting to the Principal to build effective and responsive solutions to the issues at hand.
3.1 Secretariat

3.1.1 To provide high level administrative and secretarial support to the Principal.

3.1.2 To provide comprehensive, professional secretariat and governance support to the College Council, working with the Chair to ensure the effective, efficient and comprehensive discharge of the Council’s responsibility and authority. In addition, to work with the Principal to ensure effective and comprehensive communication and reporting to the Council by the College.

3.1.3 To act as Executive Assistant for the School Leadership Team by preparing for and following up meetings and initiatives in consultation with the Principal.

3.1.4 To provide a ‘gatekeeper’ and ‘gateway’ service to ensure access to the to the Principal's time and office is appropriate.

3.1.5 To prioritise all matters, requests and complaints into the Principal’s Office with diplomacy and initiative.

3.1.6 To conduct research on behalf of the Principal and to have the capacity to produce correspondence, reports, presentations, speeches and proposals for the Principal.

3.2 Key administrative support services to the Principal

3.2.1 Manage the Principal’s diary including the coordination of teaching, meeting, appointment and travel requirements.

3.2.2 Plan, coordinate and ensures the Principal’s schedule is followed and respected.

3.2.3 Welcome College visitors with openness always aiming to best meet their needs.

3.2.4 Research, prioritise, and follow up on incoming issues, requests and complaints addressed to the Principal, including those of a sensitive or confidential nature.

3.2.5 Determine appropriate course of action, referral, or response with efficiency, diplomacy and initiative in readiness for the Principal to manage the situation.

3.2.6 Work closely and effectively with the Principal to keep him/her well informed of upcoming commitments and responsibilities, following up appropriately. Act as a "barometer," having a sense for the issues taking place in the environment and keeping the Principal updated.

3.2.7 Determine appropriate course of action, referral, or response with efficiency, diplomacy and initiative in readiness for the Principal to manage the situation.

3.2.8 Communicate directly, and on behalf of the Principal with members of the College Council, Deputy Principals and other staff and key stakeholders.

3.2.9 Employ high level communication skills to draft and disseminate correspondence as approved by the Principal.
3.2.10 Record and disseminate minutes of meetings in a timely manner with acute attention paid to file maintenance.

3.2.11 Book rooms, equipment, travel and accommodation as per the Principal’s commitments and ensure relevant documents are collated for onsite and offsite meetings.

3.2.12 Draft reports, presentations and proposals for the Principal.

3.2.13 Organise and oversee functions hosted by the Principal.

4. **Key responsibilities**

4.1 **Relationships**

4.1.1 Contribute to the building of positive human relationships within the College community.

4.1.2 Contribute to the building of positive human relationships externally to: The Society of Jesus and its works, the Jesuit Heads and Rectors, the Greater Public Schools, the Association of Independent Schools, government departments and bodies concerned with education and training, Congregational Leaders of Religious Institutes, the Catholic Education Office, the Australian Curriculum, Assessment and Reporting Authority, BOSTES and other peak educational bodies.

4.1.3 Assist in developing effective communication links within the College community.

4.1.4 Provide support and loyalty to professional colleagues.

4.1.5 Provide prompt and cheerful service at the College.

4.2 **Leadership**

4.2.1 Model appropriate communication and service orientation in line with Ignatian ideals of *Companionship* and *Team*.

4.2.2 Provide advice to the Principal on College administrative practices.

5. **Role accountability**

5.1 **Demonstration of possession of the following key skills/abilities**

The Executive Assistant will possess:

5.1.1 Advanced levels of computer literacy and skills including electronic communication strategies.

5.1.2 Excellent written and verbal communication skills as well as highly developed interpersonal skills.

5.1.3 A proactive approach demonstrating personal initiative, adaptability and time management skills.
5.1.4 The ability to multi-task and set priorities with acute attention to detail.
5.1.5 The ability to work autonomously and also as a team player.
5.1.6 The capacity to operate with discretion, respect, trust and discernment while also maintaining confidentiality.

5.2 **Key performance indicators**

5.2.1 Effective diary management that enables the Principal to meet his responsibilities and diarised commitments.
5.2.2 Comprehensive and effective communication and reporting between the College Council and the Principal.
5.2.3 Excellent correspondence, documentation and information management ensuring quality communication from the Principal’s office to the College Council, College staff and broader College community.
5.2.4 Office practices that are systematic, timely, effective and enable transparency.
5.2.5 Public and staff accessibility to the Principal that is managed on a level that satisfies the Principal, staff and key stakeholders.
5.2.6 Evidence of initiative with College matters progressed at an appropriate level of consultation with the Principal.

6. **Appraisal / review conditions**

The Executive Assistant to the Principal will undergo a yearly Professional Review with the Principal. A comprehensive Performance Appraisal will occur in every third year of the appointment. The Staff Services Office will conduct the Performance Appraisal at the request of the Principal.

7. **Terms of employment**

The position of Executive Assistant to the Principal is an ongoing, full-time position.

8. **Essential requirements**

*Education:* Tertiary degree preferred, or an equivalent of education plus experience in an office environment at Executive level.

*Skills and Experience:* Five plus years related experience with proven office administration and customer service skills required. Solid working knowledge of office processes and business policy development, and of related computer software and electronic communications tools. Proven interpersonal skills with experience providing complex administrative support in a high-profile environment with tact and diplomacy. Experience managing a budget and with multiple deadlines required. Ability to work across teams and with a variety of projects and constituencies.