JOB TITLE: Administration Officer – Corporate Support (AO-CS) LEQ002
REPORTING TO: Executive Assistant (Office Manager)
ACCOUNTABLE TO: Executive Director

The primary objective of the Administration Officer – Corporate Support (AO-CS) is to provide total and quality administrative support to the Chief Financial Officer (CFO), Risk Services Manager (RSM), Industrial Relations Research and Project Officer (IRRPO), School Services / Business Unit staff and Lutheran Education Queensland’s (LEQ) clients.

The collective mission of LEQ is to “nurture, strengthen, guide and encourage the people working in the various institutions of the Department so that they will be better able to carry out their ministries of service”. The AO-CS will support the ethos of Lutheran schools, work in harmony with other staff members and project an atmosphere of Christian service within the Secretariat, with our clients and with other Departments of the Lutheran Church. Attendance at the weekly LEQ devotional time is expected.

KEY OBJECTIVES
The main areas of responsibility for the position of AO-CS are:

1. Support the Chief Financial Officer (CFO), Risk Services Manager (RSM) and Industrial Relations Research and Project Officer (IRRPO) with various tasks and responsibilities in order to ensure that SCHOOLS are achieving their compliance and operational accountabilities.

2. Carry out the role of Minute Secretary of LEQ Finance and Development Committee, Risk Services Committee, HR/IR Committee, Queensland Lutheran Schools Single Bargaining Unit and any subcommittees or task forces as required.

3. Receive, action and follow up requests for information from SCHOOLS for various returns and data collection using a range of platforms.

REPORTING RELATIONSHIPS
This position reports directly to the Executive Assistant (EA) for performance planning and review and workload management.

DUTIES AND RESPONSIBILITIES

Minute Secretary – Business and Compliance Committees
- In conjunction with the responsible LEQ leadership team member, support various committees of Council for Lutheran Education Queensland (CLEQ) including the Finance and Development Committee, Risk Services Committee, HR/IR Committee and Queensland Lutheran Schools Single Bargaining Unit
- Ex-officio attendance at these committee meetings as Minute Secretary and other meetings as required by the CFO, RSM or IRRPO
- Prepare meeting agendas and minutes, collate meeting papers and ensure their timely distribution

Communication
- Be a regular point of contact for nominated LEQ SCHOOLS, personnel and target groups, including receiving and actioning requests for information, making approaches and following up with seeking various returns and reports in addition to general service and support
- Receive and distribute incoming mail for the Business and Compliance areas of LEQ
• Assist with preparation of newsletters and other publications issued by the Business and Compliance areas of LEQ.
• Attention to detail in data processing and proof reading of documents ensuring accuracy in spelling / punctuation / grammar and presentation.

**Workshops / Meetings / Conferences and Training**
• Arrange and coordinate meetings, workshops, conferences and training called by the CFO, RSM and IRRPO, prepare agendas or programs, venue bookings, attendance, papers and minutes.
• Arrange training as determined by the CFO, RSM, IRRPO and/or Executive Director from time to time, and assist with the development, organisation and operation of that training, conferences or seminars for LEQ SCHOOLS personnel and targeted groups.

**Data Management**
• Manage the filing, storage and archiving of electronic documents for Corporate Support (CS).

**Projects**
• Handle administrative detail of delegated projects.
• Support the CFO, RSM and IRRPO in the management of various administrative projects and tasks.

**Other Duties**
• Assist in the organisation of documentation to be signed on behalf of LEQ / LCAQD including documents to be signed under company seal.
• Commissioner of Declarations or Justice of the Peace Qualifications would assist in this role as the witnessing of documents occurs frequently.
• Assist employees of LEQ and SCHOOLS with motor vehicle registrations (including stamp duty exemption) and BP cards.
• Assist employees of LEQ with corporate MasterCards, Qantas Club Membership and online banking access.
• Web content management.
• Perform other tasks that the CFO, RSM and IRRPO or Executive Director may reasonably request from time to time.

**PERFORMANCE CRITERIA**
1. Maintaining strict confidentiality in all matters to do with the administration and business of LEQ and Lutheran schools.
2. High level of competence (independent use) in Microsoft Excel (including basic formulae), Microsoft Word, Outlook and PowerPoint.
3. Demonstrated ability to initiate, evaluate and manage office systems and procedures.
4. Ability to quickly learn and manage databases and knowledge management software.
5. High quality report writing.
6. Advanced secretarial skills including proficiency in preparing agendas, taking minutes and presenting communications in an appropriate format.
7. Demonstrated experience in organisation and management of meetings, seminars and conferences.
8. Ability to act in a self directed manner, with demonstrated initiative and innovative thinking.
9. High level interpersonal and communication skills (both verbal and written), with a capacity to liaise with stakeholders and handle all enquiries in a professional yet sensitive and confidential manner as the occasion requires.
10. Demonstrated capacity to solve problems and make decisions in a logical and decisive manner.
11. Effective time management with flexibility and adaptability, to maintain work output during times of pressure and tight deadlines
12. Well developed conflict resolution and negotiation skills
13. A team player, with strong commitment to support and contribute to team effectiveness

**ESSENTIAL SKILLS / QUALIFICATIONS / KNOWLEDGE REQUIRED**

- Relevant Tertiary qualifications and/or experience whilst not a requirement, would be favourably considered
- Demonstrated typing speed of at least 80-100 words per minute with 95% accuracy
- Some knowledge of organisational structure and functional responsibilities
- Understanding of general governance issues
- Some experience in schools would be beneficial
- Holds Blue Card issued by the Queensland Public Safety Business agency
- Professional, calm demeanour and energised by a people focused environment

The AO-CS is also expected to carry out other reasonable general office tasks for the well-being and efficient operation of the LEQ office, as directed by the Executive Director or their delegate.

This position is based at LEQ in Milton. Occasional attendance at meetings and events outside usual hours may be required.

**WORKPLACE COMPLIANCE**
The role requires commitment and adherence to the following:

- The mission and values of LEQ as well as an appreciation and understanding of a not-for-profit organisation and environment
- Workplace Health and Safety legislation, policies and procedures
- LEQ Code of Conduct
- Client Services Standards Policy
- Responsible computer and internet use policy
- All other policies and procedures of Lutheran Education Queensland

**APPLICATIONS**

If you wish to apply for this role, please send your letter of application and attached resume to:

Jobs@leq.lutheran.edu.au

**QUOTE REF:** Administration Officer – Corporate Support (AO-CS) LEQ002

**DEADLINE:**

Applications close: 12.00pm Thursday 2 April, 2015

March 2015