



LUTHERAN CHURCH OF AUSTRALIA QLD DISTRICT Lutheran Education Queensland Secretariat

JOB TITLE:	Executive Assistant
REPORTING TO:	Executive Director
ACCOUNTABLE TO:	Executive Director

Lutheran Education Queensland (LEQ) is a department of the Lutheran Church of Australia Queensland District (LCAQD). The mission of the LEQ Secretariat is to “nurture, strengthen, guide and uplift those people working in our Lutheran schools, colleges and early learning services so that they are equipped to better able to carry out their ministry of service”.

The Executive Assistant (EA) 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 Church.

The primary objective of the position of EA is to provide administrative support for the Executive Director (ED) of EQ. The EA is a member of the team of professionals under the leadership of the ED and works consultatively and collaboratively with this team to ensure the smooth running of LEQ.

POSITION ROLE

The Executive Assistant (EA) provides professional support to the Executive Director (ED) and to the Director of Leadership & School Improvement (DLSI) some of which may be highly confidential, and is responsible for the timely, efficient and effective co-ordination, performance and management of administrative functions. The EA is expected to maintain utmost confidentiality in handling sensitive, professional, personal and private information.

The EA also acts as the minute secretary for the Council of LEQ (CLEQ) and its Finance & Development Committee (FDC). This element of the role is a vital part of the governance function of CLEQ in overseeing the 26 schools and 62 early learning centres currently operated by LCAQD.

The position requires the incumbent to exercise independent judgement in a confidential manner, utilise technical knowledge related to administration activities, establish and maintain a broad range of relationships, be flexible to work on several duties with possible conflicting timelines and be hands-on when required. They require superior communication skills, demonstrating discernment, sensitivity and discretion. Given the size of the secretariat at LEQ, there will be occasions when more routine tasks will be carried out by the Executive Assistant.

DUTIES AND RESPONSIBILITIES

It is expected that the Executive Assistant will conduct their work in an atmosphere of Christian Service in support of the ethos of Lutheran Schools and will regularly attend worship; e.g. staff devotions each Thursday.

CLEQ and FDC Minute Secretary

- Prepare agendas, board papers and organization needed for good governance to be facilitated
- Generate minutes and updated action lists from meetings as a priority
- Prepare documentation and correspondence from CLEQ and FDC to both the District Church Council (DCC) and schools.
- Prepare decision required templates and accompanying material from CLEQ for DCC meetings.
- Maintain a database of school and college council membership and support schools in submitting appropriate documentation for appointments and re-appointments to those councils.
- Maintain appropriate resolution registers from CLEQ and FDC and those DCC resolutions affecting LEQ.
- Liaise with the EA to the Bishop to ensure smooth operation of the levels of Church governance.
- Prepare LCAQD Synod papers and reports for LEQ.

Communication

- Bring to the ED's attention matters and/or issues that might impact on LEQ including staff morale, office performance, customer satisfaction
- Provide support to the ED and DLSI as required, including: preparation of correspondence, maintaining their diary, arranging appointments and responding to correspondence on their behalf when appropriate
- Receive and distribute incoming mail for the ED and DLSI;
- Assist with preparation of newsletters and other publications issued by the ED
- Receiving and screening communications to the ED and DLSI including telephone calls, and providing assistance using independent judgment to determine those requiring priority attention
- Handle inquiries for the ED where possible, and route calls elsewhere as needed
- Arrange "callbacks" to protect the ED's time
- Provide back-up materials for callbacks.

Appointments/Meetings/Conferences

- Coordinate meetings / conferences attended by / called by the ED and DLSI, preparing: agendas / programs, venue, attendance; papers and minutes; follow-up correspondence, catering arrangements.

Data Management

- Manage the filing, storage, and archiving of documents for the ED
- Set up systems to ensure efficient information retrieval for the DLSI and ED.

Projects

- Handle administrative detail of delegated projects (e.g. accreditation of schools)
- Support the ED and DLSI in management of LEA generated administrative projects and tasks. (e.g. national database)

Supervision

- Provide advice to new Personal Assistants to Principals in schools of LEQ with regard to LEQ and LEA processes and systems.

Office Management

Working collaboratively with the leadership team, provide support to the ED whose responsibility it is to ensure the efficient running of the LEQ office:

- Manage the roll out of LEQ annual staff reviews
- Coordinate the administrative, reception and customer service functions of the office
- Support the ED/DLSI in overseeing the induction process for staff new to LEQ
- Regularly review LEQ procedures, recommending action to improve standard operating procedures
- Maintain an office procedures manual to ensure consistent performance of routines
- Assist with recruitment and hiring, training and supervision of administrative staff
- Build, support and affirm teamwork in the office.

Workplace Health and Safety

The role requires commitment and adherence to the following:

- Workplace Health and Safety legislation, policies and procedures
- Code of Conduct
- Responsible computer and internet use policy
- All other policies and procedures of LEQ.

SELECTION CRITERIA

1. Demonstrated ability to evaluate, initiate and manage office systems and procedures.
2. Advanced secretarial skills including proficiency in preparing agendas, taking minutes and presenting communications in an appropriate format.
3. Attention to detail, especially in all written communications.
4. Effective time management with flexibility and adaptability to maintain work output during times of pressure and tight deadlines.
5. A team player, with strong commitment to support and contribute to team effectiveness.
6. High level interpersonal and communication skills (both verbal and written), with a capacity to handle all enquiries in a professional yet sensitive and confidential manner as the occasion requires.
7. Supportive of the Lutheran ethos of the Secretariat.

EMPLOYMENT CONDITIONS

The Executive Assistant is a full-time five year fixed term contractual position.

HOW TO APPLY

Applicants should submit a covering letter, brief resume and the contact details for three (3) referees by Friday 15 September 2017 to:

The Executive Director
Lutheran Education Queensland
PO Box 1535
Milton Q 4064

Or by email to director@leq.lutheran.edu.au