



## **BUSINESS SERVICES PERSONAL ASSISTANT POSITION DESCRIPTION**

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**REPORTING TO:** Director of Business Services

**CAMPUS:** Werribee & Melton

**TENURE:** Permanent Full Time (52/52)

### **INTRODUCTION:**

Heathdale Christian College is a co-educational, day school with campuses at Werribee and Melton.

Staff are required to work and act in accordance with the Biblical principles and beliefs, as set out in the College Statement of Faith and Values. It is an inherent requirement that staff are supportive of and abide by the Christian foundations, Christian ethos, and Christian practice of the College.

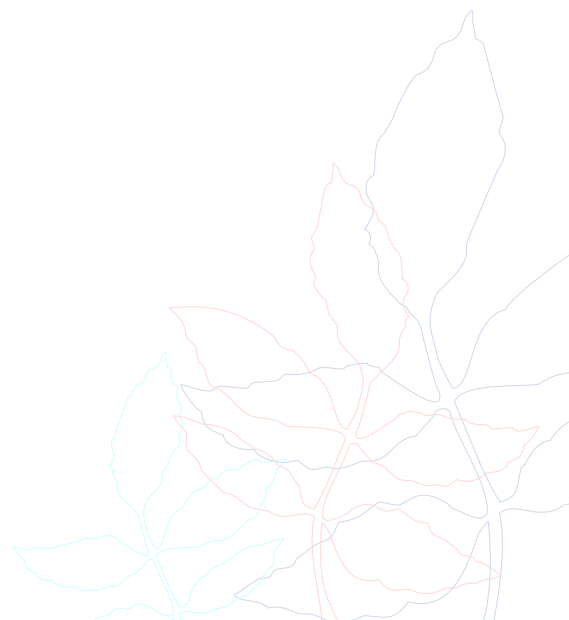
### **POSITION SUMMARY:**

This role will ensure essential and detailed administration functions occur and continues to enable the Director of Business Services to work effectively and efficiently by providing high coordination of tasks, with ensuring efficient and effective communication.

By providing administrative support to the Director of Business Services, managing the reception team and staff aide at our Werribee campus, and providing the General Staff Managers with ongoing administrative support as required.

### **KEY RELATIONSHIPS:**

- Director of Business Services
- General Services Managers
- Main Reception Team
- Staff Aide





## **KEY RESPONSIBILITIES & DUTIES:**

### **A. Key Tasks**

#### **Business Services**

- Provide key administrative support to the Director of Business Services. This may include but will not be limited to:
  - Calendar management
  - Email management
  - Being the first point of contact for telephone calls
  - Regular meetings.
- Work closely with the EA to the Executive Principal, other members of the Senior Leadership Team, and General Services Managers to coordinate workflow for the Director of Business Services.
- Assist the Director of Business Services in the areas of communications, reports, and key administrative functions.
- Manage workloads and ensure adequate administrative support for the General Service Manager teams.
- Gather and distribute information to staff as required.
- Strong awareness of the templates and control of documents in accordance with Heathdale's standards including records management and applying appropriate standards, confidentiality, and privacy.

Contributing to the continuous improvement of the services of the team to both internal and external customers and stakeholders.

#### **Secretarial support**

- Support the Director of Business Services by being the minute secretary for various committees inclusive of but not limited to:
  - General Service Managers
  - Finance Committee
  - Risk Committee
  - ICT Committee
  - Grounds & Environment Committee

#### **Risk & Compliance**

- Provide administrative support around Risk & Compliance with respect to but not limited to maintenance of:
  - The Risk Management Framework (Complispace).
  - Risk registers.
  - Policy registers.
  - DISPLAN & Evacuation procedures.

On Location system – contractors, visitors, and volunteers





## Office Supervisor

- Provide coordination, direction, and support to the main reception team and staff aides positions at Werribee.
- Organise replacement administrative staff, when required.
- Assist as required at main reception.
- Provide oversight and ensure that the receptionist areas are well-staffed and able to meet the day-to-day operation requirements.
- Work with staff to improve & develop work systems & processes to continuously improve the working environment.
- Assist in DISPLAN procedures.
- Maintain the office area and stationery supplies.
- Oversee the Heathdale inbox – filter and sort incoming daily emails.

## Other Duties

- Any other assigned duties may be directed by the Director of Business Services.

## **B. Accountability**

- Strong organisational skills in prioritising own workload.
- Strong analytical of data and excel.
- Willingness to attend professional development days/sessions.
- Ability to work collaboratively to support your colleagues.
- Ability to work under pressure to manage multiple projects and competing deadlines in a busy and fast-paced environment.
- Ability to work autonomously and/or as part of a team.

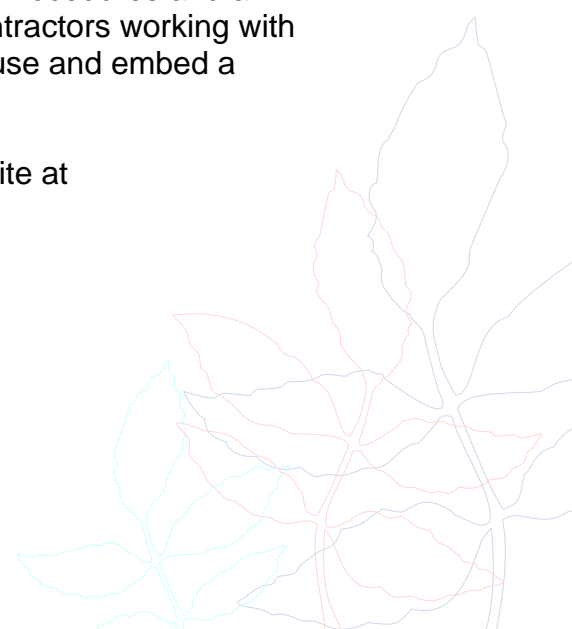
## **C. Child Safety**

The College has a zero-tolerance of child abuse.

This position is responsible for taking all practical measures to ensure that Heathdale Christian College's Child Protection and Safety Policy, Procedure, and Code of Conduct are implemented effectively, ensuring that a strong and sustainable child protection culture is maintained within the College.

We have established a series of Child Safety Policies, Procedures and a Code of Conduct for all employees, volunteers and contractors working with our students. This is aimed to protect children from abuse and embed a culture of child safety in the school environment.

For more information, please refer to the College website at <https://www.heathdale.vic.edu.au/about/policies/>





## **COLLEGE EXPECTATIONS:**

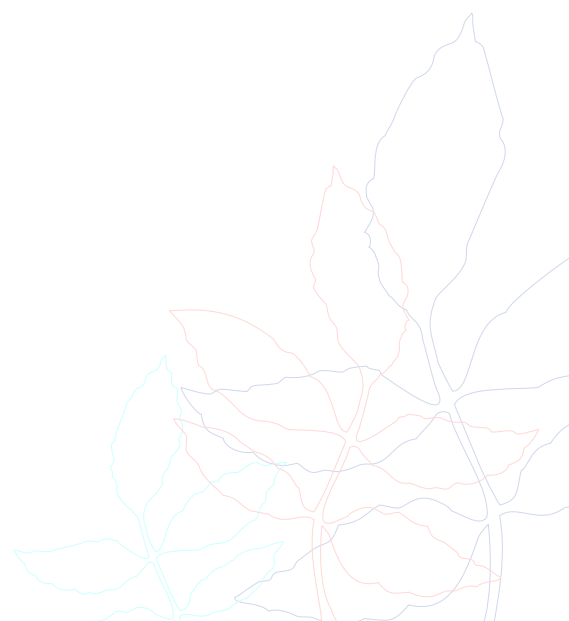
All staff are expected to:

- Perform their responsibilities in a manner which reflects the College's mission, objectives, and philosophy. In particular, staff are expected to role model an active Christian faith that will be demonstrated in part by an active involvement in the wider Christian Church.
- Be Christian role models and examples to all people associated with the College.
- Participate in leading College devotions that involve staff and students and attendance at the staff spiritual enrichment days.
- Support the College's guidelines and policies.
- Perform your responsibilities in a manner which reflects and responds to continuous improvement.
- Contribute to the efficient and effective functioning of their team's in order to meet organisational objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members if required, and undertaking other key responsibilities or activities as directed by one's supervisor.
- Perform your responsibilities in a manner that reflects the College's zero tolerance for child abuse and in accordance with the College's Child Safety policies.
- Familiarise themselves and comply with the relevant College policies including Occupational Health and Safety.

## **REMUNERATION:**

The salary will reflect both qualification and experience.

Annual performance and salary reviews will be conducted by the Director of Business Services.





## **MINIMUM EXPERIENCE AND EXPERTISE:**

- Demonstrate the ability to work in a managerial assistant role or similar at the level.
- Demonstrate the ability to have high-level organisational skills, including experience organising self and others, coordinating, and initiating work arrangements with minimal supervision, and the capacity to work under pressure.
- Demonstrate the ability to display excellent interpersonal, communication, and relationship-building skills including the ability to work independently, flexibly, and collaboratively as part of a team, negotiate effective business outcomes, and initiate and respond to various correspondence.
- Demonstrate the ability to display reviews of business processes, procedures, and records management in accordance with set standards.
- Demonstrate the ability to and have experience coordinating and administering business contractual agreements.
- Demonstrate the ability to have proficiency in Microsoft Office Suite including Outlook, Word, Excel, and PowerPoint.
- Valid WWCC 'E' & Police Check.





## ATTACHMENT 'A'

### Key Relationships defined:

WITH	PURPOSE	FORM
<b>Director of Business Services</b>	<ul style="list-style-type: none"><li>• Work closely with the Director of Business Services to provide strong administration and coordination of tasks and duties to set them up for success.</li></ul>	Meeting regularly.
<b>General Services Managers</b>	<ul style="list-style-type: none"><li>• Work closely with the Business Services Managers to build rapport and collate relevant information for the Director of Business Services.</li></ul>	As required.
<b>Main Reception</b>	<ul style="list-style-type: none"><li>• Work closely with the relevant team, to ensure teamwork and efficiency within their related areas</li></ul>	Meeting regularly

