

## **POSITION DESCRIPTION**

### **GENERAL SECRETARIAT**

POSITION TITLE	: Executive Secretary
REMUNERATION SCALE	: Grade 6
REPORTS TO	: General Secretary, Australian Catholic Bishops Conference
FULL TIME EQUIVALENT	: 1.0 EFT
HOURS PER WEEK	: Thirty seven and a half (37.5)
LOCATION	: Braddon, Australian Capital Territory
AUTHORISED BY	: President, Permanent Committee of the Australian Catholic Bishops Conference
DATE	: 15 November 2019

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### **Primary Objectives**

The Executive Secretary will provide secretariat support to the nominated bishops commissions that nationally address issues related to the mandates for those bishops commissions, which are: Bishops Commission for Evangelisation, Laity and Ministry and the Bishops Commission for Relations with Aboriginal and Torres Strait Islander Peoples. The Executive Secretary will work in close collaboration with the Executive Secretary for Life, Family and Public Engagement and the Executive Secretary for Social Justice – Mission and Service in the provision of this support, which is to cover absences and assist during times of increased activity.

### **Major Accountabilities**

Uphold, in consultation with key stakeholders, the mandates and operating principles of the nominated bishops commission and their advisory bodies, for the approval and adoption of the Australian Catholic Bishops Conference.

Provide secretariat support to the nominated bishops commission through timely and relevant meeting agenda papers, reports and minutes.

Coordinate planning of the works of the nominated commission in consultation with key stakeholders to ensure achievable work flows.

Manage the finances of the nominated bishops commission by good stewardship of budget funds and by adhering to approved expenditure budgets.

Develop and maintain effective working relationships with agencies of the Australian Catholic Bishops Conference and where applicable, external Catholic entities, that can contribute to the work of the nominated bishops commissions and their advisory bodies.

Undertake and manage projects that the bishops commission has approved from time to time.

## **Organisational Environment**

Each of the nominated bishops commissions has a mandate approved by the Australian Catholic Bishops Conference to nationally address specific issues related to the particular focus of that Commission. A statement of these mandates can be found on the Australian Catholic Bishops Conference World Wide Web site.

The Australian Catholic Bishops Conference has established the General Secretariat to provide administrative support to and undertake the work of each of the nominated bishops commissions and their advisory bodies in accordance with its mandate, and to liaise with those advisory bodies of other bishops commissions that have an advisory competency.

The Executive Secretary has the responsibility of providing secretariat support to the nominated bishops commissions.

## **Risk and Work Health and Safety**

Observe safe work practices in accordance with training and instruction given and report any risk to your immediate supervisor. Risks arising in the workplace may be financial, site, task or person specific or related to safety.

Comply with ACBC corporate work health and safety practices

Identify, report and where appropriate, action risks/hazards in order to eliminate or mitigate against the risk recurring.

Participate in the consultative processes provided by the organisation.

## **Key Communications**

The Chairman and members of the nominated bishops commissions: to maximise secretariat support and the conduct of projects as defined by the nominated bishops commissions

The General Secretary: for direction and advice as required

The Office of the Business Manager: to ensure a cost effective and efficient provision of financial systems and controls, and executive and administrative support

Other Executive Secretaries: to ensure a team approach to the efficient and effective provision of secretariat support to the nominated bishops commissions

Other Australian Catholic Bishops Conference Agencies, Catholic advisory bodies and external organisations: to coordinate the provision of effective advice

Ecclesial movements: to promote an active national network of lay organisations

National Aboriginal and Torres Strait Islander Catholic Council: to promote a good relationship between the two organisations

## **Accountability (Independence and Influence)**

The Executive Secretary will make all decisions about the day to day operations of the nominated bishops commissions that fall within established policies and procedures.

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The Executive Secretary will consult with the General Secretary before making a decision about the operations of the nominated bishops commissions and their advisory bodies that are outside established policies and procedures. The Executive Secretary will consult with other agency heads, particularly the Business Manager and the Media and Communications Director where decisions require their particular competencies.

The Executive Secretary will refer all decisions that would change the established structure of the nominated bishops commissions and their advisory bodies or that relate to the mandate of the nominated bishops commissions to the Chairman of the nominated bishops commissions.

### **Job Environment**

The Executive Secretary, in consultation with the Chairman of the nominated bishops commission, sets organisational objectives and determines policies and strategies which have a service-wide effect.

### **Reasoning**

The Executive Secretary is required to make decisions that are aligned with the mandate of the nominated bishops commissions and reflect the work of associated advisory bodies. The Executive Secretary is required to present recommendations based on analysis, interpretation and evaluation of alternative courses of action.

### **Challenges**

The Executive Secretary will be challenged by the need to both maintain and develop the operations of the nominated bishops commissions and their advisory bodies, while at the same time upholding the mandates of the nominated bishops commissions and their advisory bodies.

### **Knowledge, Skills and Experience**

An understanding of and a commitment to promote the principles of Catholic Social Teaching and Gospel values within the workplace

Strong awareness and understanding of the issues impacting the participation of the faithful in the life of the Church

Strong awareness and understanding of the political, social, demographic, theological and moral issues concerning the life and mission of the Church in Australia

Demonstrated experience in working independently with minimal supervision and in working within a defined expenditure budget

Demonstrated experience in successfully working collaboratively within large and small teams

Proven ability in planning, designing, leading and undertaking project work

Excellent electronic, oral and written communication skills, and demonstrated experience in the use of the Microsoft Windows operating environment and the Microsoft Office software suite

Tertiary qualification or equivalent experience in a relevant discipline

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An understanding of the Church structures, relationships and organisational attributes of pastoral life and ministry

### **Position Impact**

The Executive Secretary is responsible for fixed assets in the order of \$100,000 and an annual budget in the order of \$1,000,000.

The General Secretariat will provide the Executive Secretary with administrative and executive support.