

POSITION DESCRIPTION



JOB TITLE Senior Executive Assistant to the Bishop
JOB TYPE Full time
EMPLOYER Catholic Diocese of Wollongong
TEAM Office of the Bishop (OOB): Chancery
REPORTS TO Bishop and Chief Operations Manager
ACCOUNTABLE TO Bishop of Wollongong

Office of the Bishop
Xavier Centre
38 Harbour Street
(PO Box 1239)
Wollongong NSW 2500
www.dow.org.au

WHO WE ARE

The Catholic Diocese of Wollongong extends from the Macarthur in the north and Southern Highlands in the west, through the Illawarra and down to the Shoalhaven on the south coast of NSW. The Office of the Bishop exists to provide support to the Bishop of Wollongong in his mandate to teach, sanctify and govern. We perform this Gospel ministry of service by working together, using our personal and professional gifts.

ABOUT THE ROLE

The Professional Officer to the Bishop will be responsible for providing direct support to the Bishop of Wollongong carrying out his mandate received from Christ to teach, sanctify and govern.

WHY WE NEED YOU

As an **experienced, intelligent** and **articulate** professional we need your **integrity, faith** and **capability** to help us coordinate the activities of the Chancery in the Diocese of Wollongong. Your **thoroughness** and **honesty** are important aspects of this role.

YOUR RESPONSIBILITIES

The key responsibilities of the Executive Assistant will include but not limited to

- a) **Direct support to the Bishop of Wollongong**
- essential diary/calendar management
 - minutes of meetings
 - monitoring Bishop's emails & correspondence
 - drafting communications on Bishop's behalf
 - planning and organising meetings and travel
 - coordinating the Bishop's Committee meetings
 - managing partner relationships as required for the Bishop such as other Diocesan Chanceries, ACBC, CPSL, senior leaders in Diocesan Agencies and Ministries.
 - representing the Bishop when required in communications with stakeholders such as clergy, religious, parishioners, agencies and ministries of the Diocese, members of the Bishop's various committees and panels and others as required
- b) **Coordinating and leading a centralised administration team in the Chancery that offers support to ministries within the Office of the Bishop by:**
- liaising with the leadership of each team to coordinate administrative collaboration and support to all services for events and projects as required

- support the development of collaboration and consistency in services delivered by the central administration team
- coordinate the efficient delivery of administrative and welcoming services
- coordinate professional development for the central administration team

YOUR RELATIONSHIPS

The Senior Executive Assistant to the Bishop reports to the Bishop and Chief Operations Manager. In addition, you will work closely with:

- Vicar General
- Directors in the Office of the Bishop
- Executive Assistants to Agency Heads
- Clergy of the Diocese
- Staff of the Office of the Bishop

YOUR SKILLS, EXPERIENCE AND QUALIFICATIONS

Ideally, you have:

- An understanding of the structure and workings of the Catholic Church
- Minimum 5 years experience in an executive support role
- Personal commitment to the ethos and values of the Catholic Church
- Excellent interpersonal skills and an ability to build relationships with key stakeholders including clergy, parishes and diocesan staff
- Highly developed written and verbal communication skills
- Attention to detail and a demonstrated ability to maintain a high level of confidentiality
- The ability to be adaptable and manage a complex workload
- High level of proficiency in the use of modern collaborative tools such as Google Docs and Office 365

CHECKS AND CLEARANCES

Appointments are subject to the following checks and clearances:

- Referee checks including one from a Parish Priest
- National Criminal History Record check
- Working with Children Check clearance

OTHER EMPLOYMENT CONDITIONS

- Due to the nature of the role, on occasion, some weekend and after hours work may be required.