

## Position Description – Executive Officer-Schools

Position Title:	Executive Officer-Schools
Department:	Anglican Diocese of Grafton
Reports to:	Registrar
Updated:	05112024

### THE ROLE

The Executive Officer-Schools is an important role in the Registry of the Anglican Diocese of Grafton.

The position supports the governance and administration-of the Grafton Anglican Schools Commission's work relating to education and the five diocesan schools – Lindisfarne Anglican Grammar School (Terranora/Tweed Heads), Emmanuel Anglican College (Ballina), Clarence Valley Anglican School (Grafton), Bishop Druitt College (Coffs Harbour) and St Columba Anglican School (Port Macquarie).

The Executive Officer-Schools role is a **0.4FTE** position. However, for the right candidate, this can be negotiated – from 0.4 FTE up to full-time. Should a candidate be appointed at 0.5 to 1.0 FTE, the responsibilities of the position would be expanded to include additional Executive Officer work supporting other key functions of the Diocese.

### PURPOSE OF THE POSITION

Operating under broad direction from the Registrar/General Manager and the Chair – Grafton Anglican Schools Commission, the Executive Officer-Schools will assist in the effective management of the governance, financial and communication functions relating to the Commission.

### REPORTING RELATIONSHIPS

The Executive Officer-Schools will liaise closely with the Chair of the Commission but report to the Registrar.

### MAJOR DUTIES AND RESPONSIBILITIES.

- Displaying initiative in undertaking research and data gathering to inform the work of the Commission;
- Developing and revising policies, procedures, guides and ordinances relating to the work of the Commission (see [Schools Commission Ordinance](#) for further detail);
- Providing guidance to Chairs, Principals and Business Managers of Diocesan Schools on matters requiring diocesan approval (e.g. capital expenditure) and other initiatives;
- Supporting the Chair by planning and preparing for governance meetings, including writing business papers.
- Attending all Commission and Diocesan Schools Network meetings;
- Providing guidance to Chairs, Principals and Business Managers of Diocesan Schools on procedures for matters requiring approval (e.g. capital expenditure) of the Commission and/or Bishop-in-Council;
- Undertaking research and data gathering to inform the work of the Commission;
- Undertaking other relevant duties and tasks as directed.

### **Participation in Registry Improvement**

- Participate as part of the office team in the general improvement of the operation of the Bishop's Registry;
- Support an approach that fosters teamwork and consultation.

### **QUALIFICATIONS AND SKILLS**

The Executive Officer-Schools will have the following qualities, professional qualifications and skills:

1. Tertiary qualifications, preferably in education, governance, finance, business, human resources or education followed by at least 3 years' experience in an organisational environment;
2. Advanced oral and written communication skills, including the ability to prepare reports, briefing documents and correspondence;
3. Strong logical thinking and analytical skills enabling comprehension of new topics and recognition of relevant information;
4. Effective liaison and interpersonal skills, and the ability to build and maintain relationships with a diverse range of colleagues and stakeholders;
5. Sound organisational and time management skills suitable for maintaining quality work and meeting deadlines in a multi-task environment;
6. Ability to interpret financial reports;
7. Demonstrated ability to work as part of a team, as well as being able to exercise judgment and initiative with a high level of integrity and confidentiality;
8. High proficiency in personal computing skills especially relating to Microsoft Office 365 and similar applications;
9. Demonstrated understanding of and commitment to the implementation of equity and workplace health and safety principles;
10. A sympathetic understanding of and commitment to the ethos and values of the Anglican Church of Australia and an appreciation for its mission;

The ability to satisfy the background checks relating to Safe Ministry as required by the Anglican Diocese of Grafton (e.g. National Police Check; Working With Children Check) is essential.

### **Desirable (but not required) Criteria**

- Prior experience in a similar role in an Australian Charity or Not for profit organisation
- High level financial literacy
- Prior experience in providing secretariat support to a governance body
- Prior experience interacting with the governance of a non-government school
- Membership of the Anglican Church of Australia.