

Position Description

POSITION DETAILS

Position Title	Executive Assistant
Functional Unit	Catholic Identity, Leadership, Learning and Teaching
Nominated Supervisor	Deputy Executive Director
Relevant Industrial Instrument	2022 DOSCEL Enterprise Agreement
Date of Review	14 April 2026

DIOCESE OF SALE CATHOLIC EDUCATION LTD

The Diocese of Sale Catholic Education Limited (DOSCEL) is committed to the mission of the Catholic Church through the provision of high-quality, inclusive education across Catholic primary and secondary schools in the Diocese of Sale. Guided by Gospel values, DOSCEL supports school communities to nurture students academically, spiritually, socially, and emotionally, fostering a love of learning and a deep sense of belonging.

DOSCEL exists to enable vibrant, faith-filled communities of learning, where students are empowered to thrive and reach their full potential. Through leadership, collaboration, and stewardship, DOSCEL ensures that all schools are supported to deliver excellence in teaching, uphold Catholic identity, and respond to the diverse needs of their communities.

OUR VALUES

Integrity – We dialogue, discern, and journey together; embracing difference, inviting contribution, respecting the dignity of the individual and showing empathy as we harness the power of our collective contribution.

Inclusion - We uphold honesty, transparency and ethical behaviour in all our practice. We are committed to meeting our obligations to relevant educational authorities and to being principled in our decision-making, fostering trust and respect within the broader educational community.

Excellence - We constantly aspire to and move toward a better place, leading change in the world with hope, courage and compassion.

POSITION PURPOSE

The purpose of this role is to provide high-level executive and administrative support to the Deputy Executive Director and the broader portfolio leadership team. The role is responsible for ensuring the effective coordination of executive priorities, portfolio activities, stakeholder engagement, governance requirements, and day-to-day operations within a complex and fast-paced environment.

The Executive Assistant (EA) acts as a trusted and professional representative of the Deputy Executive Director and the Catholic Identity, Leadership, Learning and Teaching portfolio, consistently demonstrating discretion, initiative, professionalism, and a solutions-focused approach. The role requires exceptional organisational skills, attention to detail, sound judgement, and the ability to manage highly confidential information with sensitivity and integrity.

The EA plays a critical role in supporting the smooth operation of the portfolio through the coordination of meetings, communications, reporting, scheduling, documentation, travel, and administrative processes, while building strong relationships across schools, diocesan stakeholders, and the broader DOSCEL community.

POSITION RESPONSIBILITIES

Executive and Administrative Support

- Provide high-level executive and administrative support to the Deputy Executive Director and broader portfolio leadership team.
- Manage complex calendars, appointments, meetings and competing priorities to support the effective operation of the portfolio.
- Coordinate and prepare agendas, briefing papers, presentations, reports and supporting documentation for meetings and executive activities.
- Prepare accurate meeting minutes, action registers and follow-up documentation in a timely manner.
- Manage incoming communications, correspondence and enquiries, ensuring professional and responsive communication at all times.
- Coordinate travel, accommodation, catering and event arrangements as required.

Stakeholder Engagement and Communication

- Act as a professional and courteous first point of contact for internal and external stakeholders.
- Build and maintain effective working relationships with school leaders, diocesan stakeholders, external providers and the broader DOSCEL community.
- Liaise confidently with senior leaders and stakeholders while maintaining confidentiality, professionalism and discretion.
- Support effective communication and information flow across the Catholic Identity, Leadership, Learning and Teaching portfolio.

Coordination and Operational Support

- Provide administrative coordination across portfolio projects, initiatives, meetings, events and operational activities.
- Support the planning and coordination of professional learning activities, workshops, leadership forums and portfolio events as required.
- Assist in monitoring deadlines, actions and deliverables to support portfolio priorities and organisational outcomes.
- Maintain accurate records, systems, filing and documentation processes in accordance with organisational requirements.
- Coordinate processes and activities in collaboration with the broader Executive Assistant team to ensure consistency and positive organisational outcomes.

Governance, Compliance and Confidentiality

- Ensure all documentation, records and administrative activities are maintained in accordance with DOSCEL policies, procedures and governance requirements.
- Handle highly confidential and sensitive information with integrity, professionalism and discretion.
- Support governance and reporting requirements, including preparation of executive documentation and compliance-related administrative tasks.
- Contribute to a culture of professionalism, accountability and continuous improvement across the portfolio.

General Responsibilities

- Demonstrate a commitment to the ethos, values and mission of Catholic education.
- Support and promote child safety and wellbeing in accordance with DOSCEL's Child Safety Framework and policies.
- Undertake other duties and responsibilities as directed by the Deputy Executive Director and Executive Director.

SKILLS AND EXPERIENCE

Key Selection Criteria

- A commitment to the ethos, values and mission of Catholic education.
- A commitment to and understanding of child protection and child safety issues in schools.
- Excellent interpersonal and communication skills, with demonstrated ability to build trusted relationships and liaise confidently with senior leaders, school communities and external stakeholders.
- Demonstrated understanding of confidentiality principles and experience handling highly sensitive information with professionalism, discretion and integrity.
- Highly developed organisational and time-management skills, with the ability to manage competing priorities, coordinate multiple activities simultaneously, and meet deadlines in a fast-paced environment.

- Strong attention to detail and the ability to prepare, format and proofread professional correspondence, reports, presentations and executive documentation.
- Proficiency in Microsoft Office Suite and other relevant systems and technologies.
- The ability to exercise initiative, sound judgement and problem-solving skills while maintaining a calm and professional approach.
- Strong coordination and administrative support capabilities, including meeting management, stakeholder communication, event coordination and records management.

CHILD SAFETY STATEMENT

DOSCEL is deeply committed to ensuring the care, safety, and wellbeing of all children and young people in Catholic schools. We recognise our responsibility to provide a safe, inclusive, and nurturing environment where every child can learn, grow, and thrive.

Successful applicants will be subject to child safety screening processes and must hold or be willing to obtain a current Working with Children Check and relevant police check as a condition of employment.