



POSITION DESCRIPTION

Position: Executive Assistant to the Principal

Employment Type: Full Time, Ongoing (Monday-Friday 8:00am-4:00pm)

Classification Level: School Officer – Level 6

Reports to: The Principal, Villanova College

Position Purpose

The Executive Assistant role is a dynamic and multifaceted position that provides confidential and comprehensive administrative, organisational, and professional secretarial and project support to the Principal and the College Leadership Team.

As the face of the Principal's Office, the Executive Assistant serves as a liaison and goodwill ambassador, fostering positive relationships with all who engage with the Principal and the College. This role embodies the spirit of the College, promoting its values and vision in every interaction.

This role requires a deep understanding of the College strategic direction and operations, serving as a vital conduit of knowledge and coordination. The Executive Assistant is well-versed in all aspects of college operations, contributing significantly to research, strategic planning and decision-making processes.

Reporting Relationships

The role reports to the Principal and works closely with the College Board and members of the College Leadership team. As the Principal's liaison, this role also works collaboratively with the College Board and a wider variety of staff, students and internal/external stakeholders.

About Villanova College

Villanova College is an independent Catholic school for boys under the care of the Augustinian Order. It was founded in 1948 by five Irish priests on a 10-acre property in Hamilton, with the large onsite residence, called 'Whinstanes', functioning as three classrooms, a chapel and sacristy.

The College moved to its present site in Coorparoo in 1954, where it still sits on the grounds of historic home 'Langlands'. From 40 students to over 1,500, Villanova has continued to grow into the close community we now cherish today.

The Augustinian Order has a long history in education reaching back 750 years, and Villanova has made a love of learning and pursuit of understanding part of its character since day one. This unrelenting pursuit for knowledge and understanding ensures our lives will be based on truth, for it is truth that conquers. This is reflected in the College motto: Vincit Veritas ("Truth Conquers").

Villanova College prides itself on being an equal opportunity and family-friendly workplace. The College employs over 250 staff across a variety of areas and all staff play a valuable role in supporting the College in making a difference in each young man's life.

Our goal is to facilitate a supportive and collegial work environment to assist staff to produce exceptional outcomes for the young men and for their own professional development and job satisfaction. The College offers a variety of different benefits to staff, including opportunities for professional development, career progression and a wellbeing program. A distinct feature of our



Augustinian values is the strong sense of welcome and community that unites staff, parents and students. We treasure open, friendly, and caring relationships between teachers, staff and students, and welcome people of all faiths and denominations to share our story of hope as we strive for excellence in boys' education.

Responsibilities

- Provide the highest level of confidential support to the Principal, including research, data preparation, and general correspondence.
- Provide high level secretarial support in the area of document preparation, analysis and proof reading to ensure publications and communications are of the highest standards.
- Ensure effective utilisation of the Principal's time by maintaining the Principal's diary, arranging appointments, travel, and accommodation, and preparing for meetings.
- Serve as the immediate first point of contact for the Principal's Office and facilitate effective communication with all stakeholders.
- Establish, build, and maintain effective relationships with all individuals who liaise with the Principal's office. This includes staff, students, parents, community members, and other stakeholders. As the primary point of contact for the Principal's office, this role ensures that all interactions are handled professionally and efficiently.
- Arrange and prepare meetings or functions of both a formal and informal nature for the Principal, including coordinating all related aspects, including travel arrangements.
- Collate relevant calendar information from members of the College Leadership Team and other stakeholders in preparation for the annual school calendar.
- Assist in monitoring the College website for accuracy, currency, and quality of content and presentation.
- Provide administrative support to the College Leadership Team- coordinate preparation of the weekly meeting agenda, maintain files of CLT meeting documents, follow-up action from CLT meetings, and provide secretarial/administrative support to CLT members and associated sub-committees.
- Oversee the management of reception and student services officer roles. This includes rostering and organising relief staff as needed, coordinating training and professional development opportunities, and ensuring that these staff are performing their duties effectively and efficiently by providing ongoing feedback and guidance to support their ongoing development and success.
- Work closely with the Principal, Director of Human Resources and other administrative staff to identify, initiate, and drive key administrative improvement projects that enhance the efficiency and effectiveness of the school's administrative processes.
- Coordinate all aspects of off-campus retreats/meetings (in-house and off-campus) for the Leadership Team, including booking of venues, catering, equipment requirements, and travel arrangements.
- Provide secretarial support to sub-committees and/or joint Board/CLT planning sessions, coordinate all aspects of meetings, and arrange travel and accommodation for Directors of the Board.
- Provide support to the business manager/company secretary in the preparation, distribution and follow up examination of board minutes.



- Provide administrative support to the Human Resources function of the College, including scheduling interviews, conducting reference and/background checks and maintaining the Blue Card register.
- Additional duties as assigned by the Principal.

Role Requirements/Key Criteria

1. Proven experience in providing confidential administrative and secretarial support, preferably for an executive role, including research, data preparation, and general correspondence.
2. Demonstrated ability to manage time effectively, including maintaining diaries, arranging appointments, travel, and accommodation, and preparing for meetings.
3. Excellent communication skills, with experience serving as the immediate point of contact for an executive office and facilitating effective communication and collaboration with all stakeholders.
4. Experience in arranging and preparing meetings or functions of both a formal and informal nature, including coordinating all related aspects.
5. Demonstrated ability to provide support to a leadership team, including coordinating preparation of agendas, maintaining files, following up on action from meetings, and providing a high level of secretarial/administrative support.

Additional Essential Requirements

- Applicants must hold a Current and valid Blue Card (Working with Children Check).
- Commitment to the Catholic and Augustinian ethos of the College.

*****The position may on occasion involve the role holder carrying out tasks on behalf of the Principal that involves supervision of others. Expenditure of funds must be in accordance with approved budgets and appropriately authorised.***

Application Process

To apply for this role, please forward a cover letter briefly addressing the role requirements/key criteria and a current resume via email to hr@vnc.qld.edu.au or apply direct via Seek.

Please note the closing date for applications is **COB Monday 8 July 2024**. Referees will be sought from candidates following the interview process.

For further information or for a confidential discussion please contact Human Resources on (07) 3394 5511. We respectfully advise that no agency applications will be considered at this time.

Additional Information

At Villanova College, we are deeply committed to fostering an environment that is not only inclusive but also safe for every child. We stand firmly against Workplace Harassment, Sexual Harassment, Discrimination and Bullying, and we have robust human resources, recruitment, and vetting practices in place to uphold our values.

Certain roles require that we carry out working with children, police records and reference checks. This is our way of ensuring that we are bringing on board the right people who share our commitment to creating a safe and nurturing environment for all.

We believe that every member of our team plays a crucial role in upholding the Villanova College Student Protection Policy and other Villanova Policies and Procedures. We trust in the judicious and prudent judgment of our team members, especially in their interactions with students, as we all work towards the same goal of providing the best possible environment for our students.



Terms and Conditions of employment are as per the *Catholic Employing Authorities Single Enterprise Collective Agreement Religious Institute Schools of Queensland 2023-2026*.

Please know that this job description is simply a roadmap to the exciting journey that lies ahead for our prospective team member. It doesn't form the entirety of the employment contract, but rather serves as a guide to the kind of work we are excited to embark on together.

While we have tried to make it as comprehensive as possible, we understand that change is a key component of growth and we are open to the evolution that may naturally occur in the future.

At Villanova College, we believe in the power of dialogue. We are committed to engaging in meaningful conversations to ensure any changes align with both employee aspirations and company objectives. We are excited about the potential of what we can all achieve together.

Villanova College acknowledges the traditional custodians of the land on which we work and study, and their living culture. We pay our respects to them and their Elders, past and present, for their care of the land and waterways, and pay tribute to the unique role they play in the life of this region. Villanova College has always been, and always will be, a place of teaching and learning connected to Country, culture and community.