Position Description and Person Specification

Position Title:	Executive Assistant to the Executive Officer/Principal UCLT
Ministry Centre:	Mission & Leadership Development (MLD)
Responsible to:	Executive Officer/Principal UCLT, Mission & Leadership Development
Industrial Instrument:	Higher Education General Award (2020)
Classification:	Level HEW5
Type of Appointment:	Permanent Part Time (0.8FTE)

Organisational Environment

The vision of the Synod of South Australia is to be:

> An innovative, growing church proclaiming Jesus Christ, empowered by the Spirit to transform God's world.

The Mission & Leadership Development (MLD) Board supports the vision in the development of healthy missional churches, life-long disciples, and effective leaders to bear witness to the good news of Jesus to the world. The MLD oversees the following ministry centres:

- Uniting College for Leadership & Theology (UCLT),
- Mission Resourcing (MR).

Uniting College for Leadership & Theology (UCLT) was given the following mandate:

> To develop life-long disciples and effective leaders for a healthy, missional church who are:
>
> - Passionate
> - Christ-centred
> - Highly skilled
> - Ministry practitioners.

Today the UCLT articulates its mission as being:

> To educate courageous disciples and leaders for a healthy missional church.

UCLT is a member of the University of Divinity (UD).

Position Description

1. Summary of the broad purpose of the position in relation to the church's goal

The Executive Assistant provides high level secretarial and administrative services and support across the broad range of activities for which the EO/ Principal, UCLT is responsible. This includes support for the EO/Principal's responsibilities in the College, University of Divinity, the Mission and Leadership Development Board, Synod and Assembly.

The Executive Assistant will also undertake key administrative functions relating to the selection of candidates for the specified ministries, support for candidates for the specified ministries and a range of administrative tasks.

2. Reporting and Working Relationships

The Executive Assistant will report to and be accountable to the EO/Principal UCLT and will work collaboratively with the Executive Officer Mission Resourcing.

The Executive Assistant will have effective working relationships with the College Faculty and Staff, Mission Resourcing staff and Synod staff.

3. Statement of Key Responsibilities

(a) Executive Assistant responsibilities

Deliver effective and efficient secretarial and administrative support to the EO/Principal. This will include:

- Anticipate, organise and co-ordinate workflow through efficient calendar management, organising meetings and managing liaison.
- Balance the workload of the EO/Principal with an understanding of the organisation's people and processes whilst using judgement in multitasking.
- management of emails as requested, receipt, preparation and mailing of correspondence; screening of telephone calls, enquiries, and requests; preparation of reports, analysis and plans, sometimes of a complex nature.
- With the EO/Principal, assess matters for referral and delegation through the ministry centres.

- Assist with the drafting, formatting and proof reading of documents and communications, including reports, in line with policies and procedures and use of appropriate language and a high degree of accuracy.

- Coordinate and arrange meetings including the preparation of notices, agendas and minutes with a high degree of accuracy, and the distribution of documents to participants.

- Arrange and manage logistics of travel and events attendance, including flights, accommodation, and expenses for the EO/Principal.

- Arrange and prepare for MLD and UCLT Team meetings, including agenda and minutes (or notes as applicable), notices, administration, correspondence, organising of venues, and catering. Prepare draft agendas for Faculty meetings.

(b) Boards and Committee resourcing and reporting

- Provide support to the MLD Board Chairperson

- Arrange and prepare for meetings and events, including coordinating times, notices and agendas, administration, correspondence, minutes, venue booking and catering, set up and pack up of venue.

- Arrange and prepare for the MLD Board meetings and associated events, the UCLT Grants Committee and the Specified Ministry Development Subcommittee (SMD) meetings including agenda and minutes, notices, administration, correspondence, organising of venues, and catering.

- Manage the process for annual reporting, specifically the Synod report, and the University of Divinity annual report.

- Administration of the Selection Panel processes.

- Administration of the Candidate Formation Panels process, including planning a complex gathering (Formation Panels) three times per year and recording of leadership formation day (LFD) attendance for candidates and phase 3 ministers.

(c) General Administration and Support

- Maintain files and other record keeping systems relative to the position.

- Management of the annual UCLT calendar, including UCLT staff leave intentions and MLD birthdays.

- Process of payments and invoices associated with this position, for the EO/Principal and the EA.

- Assist other members of the Administration Team, fostering a collegial, professional, and efficient environment as an interface between the EO/Principal's offices, the ministry centre, Synod, the church and its wider community.

(d) Special Projects and other duties

- Manage and coordinate projects and tasks directed by the EO/Principal.

- Other relevant duties as required by the EO/Principal within the scope and responsibilities of the position.

Person Specification

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4. Essential Qualifications,

The Executive Assistant to the EO/Principal UCLT will have:

- Tertiary qualifications in business administration or a related discipline or equivalent experience.

5. Personal Abilities /Aptitudes /Skills

Essential

The Executive Assistant to the EO/Principal UCLT will:

- Demonstrate excellent interpersonal and communication skills, both written and verbal.
- Be a self-starter, decisive, able to take initiative and responsibility, and work with minimal close supervision.
- Demonstrate excellent time management and organisational skills and ability to attend to detail.
- Demonstrate excellent judgement and proven track record working with discretion/confidentiality.
- Proven high-level administrative skills, including advanced abilities with the Microsoft Office 365 including MS Teams, Outlook (Word, Excel and Power Point) and multi-media.
- Demonstrate the ability to interact with a diverse range of individuals and be able to demonstrate compassion as well as well-developed customer service skills.

- Demonstrate the proven ability to work effectively in a team and contribute to team decision-making processes as well as working diligently autonomously.
- Express enthusiasm for the mandate of the Mission and Leadership Development (MLD) ministry centre and the vision of Uniting College for Leadership & Theology (UCLT).
- Demonstrate an ability to work to deadlines, anticipate future needs, to manage priorities and to achieve desired outcomes.
- Have a willingness to assist with hospitality and catering related tasks as part of the team.
- Be committed to Christian values, ethos and future missional direction of the church.

Desirable

It is desirable for the Executive Assistant to the EO/Principal UCLT to have:

- Have an active involvement in the life of the Uniting Church or other Christian congregation and/or faith community.
- A sound practical understanding of post-secondary education systems and processes.
- A general knowledge of the structure, and processes of the Uniting Church in Australia.

6. Knowledge and Experience

- Able to demonstrate extensive and successful experience in secretarial and administrative support roles to executive level staff.
- Proven ability to seek resources and undertake independent research where required.
- Understand the use and limitations of Copilot (AI) within the UCA's AI policy.
- Able to demonstrate knowledge of basic financial reconciliation processes.

Summary of Terms and Conditions (all other terms and conditions will be set out in the employment contract)

- Employment remuneration, terms and conditions as set by the Human Resources and Remuneration Committee (HRRC) for the Synod of South Australia will apply.

- The Executive Assistant to the EO/Principal will work at UCLT located at Yarthu-Apinthi, Brooklyn Park. Some travel may be required to attend meetings or to participate in training. Occasional out of hours work may be required, where time off in lieu arrangements will apply.

The successful applicant will be required to submit to the appropriate Department of Human Services screening and authority checks prior to commencement of employment. Current satisfactory clearances are always required during employment.