

## POSITION DETAILS

<b>Title of Position:</b>	Administration Officer (ICT)
<b>Reports to:</b>	ICT Technical Services Manager
<b>Section:</b>	Information and Communications Technology
<b>Team:</b>	Information and Communications Technology
<b>Number of Direct Reports:</b>	Nil
<b>Classification:</b>	Level C

## BROAD PURPOSE

Catholic Education South Australia (CESA) has embarked on a significant period of innovation and change to respond to opportunities emanating from the South Australia Commission for Catholic Schools (SACCS) strategy, Towards 2027: Expanding Horizons and Deepening Practices.

Catholic schools and the Catholic Education Office (CEO) work in partnership with families, children, and young people to give life to the Living, Learning, Leading Framework and to successfully position CESA as the leading education system and an employer of choice.

## POSITION OVERVIEW

The ICT Administration Officer will provide professional and confidential administrative support to the Information and Communications Technology (ICT) team with the Catholic Education Office (CEO).

## SIGNIFICANT WORKING RELATIONSHIPS

- ICT Technical Services Manager
- ICT Leadership & Staff
- CEO Administrators
- CEO Leadership
- CESA Staff & Leaders
- External vendors

## KEY RESPONSIBILITIES

- Provide accurate and timely administrative support and service to the ICT team.
- Provide financial administration and processing including invoicing, reimbursements, purchase orders, general expenses, and General Ledger Requests (GLR's) for the ICT team.
- Develop and maintain administrative systems, procedures, and guidelines to improve efficiency and achieve high quality work practices and outcomes.
- Prepare and plan for meetings, panels, workshops, conferences, and functions including but not limited to preparing agendas, papers, attendance registration, catering, room bookings and workshop material preparation.
- Ensure guests and visitors to the Catholic Education Office are appropriately signed in and out of the offices as required.
- Provide Reception coverage, as per roster requirements.
- Arrange travel and accommodation bookings as required.
- Maintain training records and Personal Development Plans for ICT team.
- Maintain all mandatory training and professional development is current for ICT team.
- Effectively perform own workload with clear understanding of work scheduling priorities.
- Assist the Executive Assistant to the Director ICT to further improve the effectiveness and performance of the ICT section.
- Actively participate in professional development and professional review processes, as required.
- Perform other duties as reasonably required by the Director ICT or delegate.

## SELECTION CRITERIA

### QUALIFICATIONS:

- Nil

## KNOWLEDGE, SKILLS & EXPERIENCE

### *Essential*

- Experience in providing a broad range of administrative support.
- Experience in providing financial administration support.
- Superior level of competence with Microsoft office suite and general office applications.
- Strong interpersonal and communication (written and verbal) skills.
- Ability to exercise initiative and maintain confidentiality.
- Excellent organisation skills and the ability to prioritise tasks and capacity to meet deadlines.
- Professionalism, with an excellent customer service and outcome focus, and a commitment to continuous improvement.
- Ability to work autonomously as well as collaboratively in a team environment, and positively contribute to the team's wellbeing.
- Ability to effectively learn and utilise new systems.

### OTHER CONDITIONS

- Support CESA's Values:
  - *Openness to God's Spirit at work in our midst and living in Catholic faith.*
  - *Respect for the dignity of each person*
  - *Commitment to processes of learning that are formative, challenging, engaging, life-long and life-wide.*
  - *Inclusivity of those at the edges*
  - *Sensitivity, justice, and compassion*
- Participate in good character screening processes.
- Hold a current acceptable Working with Children Check (WWCC) clearance & SAVA Catholic Clearance.
- Always act in accordance with the CESA Code of Conduct and the Charter for Staff in Catholic Schools in South Australia.
- Comply with the Work Health & Safety management system and, as a worker, while at work, take reasonable care for their own health and safety.
  - Take reasonable care that their actions or omissions do not adversely affect the health and safety of other persons.
  - Comply, in so far as they are reasonably able, with any reasonable instruction given by the employer.
  - Co-operate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers.
- Hold current certification in Responding to Risks of Harm, Abuse and Neglect in Education and Care Settings.

**NOTE:** Copies of the above listed qualifications/licences/certificates are required as evidence on appointment.