

### POSITION DETAILS

<b>Title of Position:</b>	Administration Officer: Leadership and Workforce Development
<b>Reports to:</b>	Manager: Leadership and Workforce Development
<b>Section:</b>	People, Leadership and Culture
<b>Team:</b>	Leadership and Workforce Development
<b>Number of Direct Reports:</b>	Nil
<b>Classification:</b>	Level D

### 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 Administrator works within the People, Leadership and Culture Section (PLC) to provide high level, efficient and effective administrative support to the Teacher Development and Workforce Advisors and the Manager of Leadership and Workforce Development and contribution to the realisation of Section goals. The Administrator will be required to exercise initiative, discretion and maintain confidentiality of the highest order, paying close attention to detail and follow up of key tasks. The position requires a high degree of flexibility, discretion, confidentiality, professionalism and attention to detail, promoting a culture focused on outcomes, service delivery and continuous improvement.

### SIGNIFICANT WORKING RELATIONSHIPS

- Director – People, Leadership and Culture
- Manager System Safeguarding and Development
- Teacher Workforce and Development Advisers
- Intake Officers
- School personnel, including Principals and Deputy Principals
- Manager Leadership and Workforce Development
- Staff within PLC
- School Performance Leaders
- CEO Staff

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**KEY RESPONSIBILITIES**

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**OPERATIONAL & TECHNICAL**

- Provide a high level of administrative support for the Teacher Workforce and Development Advisers including high order technology support, correspondence and document control management, and travel arrangements.
- Manage administrative processes for the HALT program, including documentation, scheduling, compliance tracking, and database management.
- Coordinate administration for the Pre-service Teacher Scholarship Program—application processing, tracking, reporting, and communications.
- Support internal systems and updates for the HALT and Early Career Teacher intranet pages, ensuring content is accurate and regularly maintained.
- Prepare reports, spreadsheets, and communications.
- Develop, maintain, and improve administrative systems, procedures, and guidelines to assist efficiency.
- Provide accurate and succinct recording and management of the confidential/critical incident information on the CESA Incident Management system.
- Effectively manage, communicate, and complete Interagency Notifications, Screening, and other clearance requirements.
- Support the PLC Managers with financial administration including invoice payment and staff reimbursement.

**BEHAVIOURAL**

- Establish high quality work practices considering team priorities and workloads.
- Liaise with teachers, university contacts, and other internal stakeholders as needed.
- Effectively manage Intake enquiries and complaints from, but not limited to, parents, Principals, school and Catholic Education Office staff, ensuring accurate record keeping and sound judgement to direct enquiries and complaints appropriately.
- Exercise sound initiative and judgement in liaising with Principals about matters with which the PLC Managers are dealing with including, investigations, critical incidents, leadership development, and advice regarding CESA policies, procedures and guidelines.
- Perform other administrative duties as appropriate and required by the PLC Managers and Director – People, Leadership and Culture.
- Any other reasonable duties as required by the Director.

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**SELECTION CRITERIA**

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**QUALIFICATIONS:**

- Business administration or other relevant qualification

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**KNOWLEDGE, SKILLS & EXPERIENCE****Essential**

- Exemplary written and verbal communication skills, including listening, influencing, negotiating and conflict resolution and problem solving skills
- Proven ability to work autonomously and effectively time manage within a fast-paced environment to prioritise competing demands and meet critical deadlines
- The ability to manage complex matters with sensitivity and efficiency and maintain strict confidentiality
- A desire to work collaboratively in a team environment and contribute to the team's wellbeing

**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's formative, challenging, engaging, life-long & life-wide.*
  - *Inclusivity of those at the edges.*
  - *Sensitivity, justice, and compassion.*
- CESA is committed to ensuring the safety, wellbeing and dignity of children and young people by complying with the National Catholic Safeguarding Standards. Good character screening and safeguarding training requirements apply to all positions. Among other things, you are required to maintain:
  - Appropriate clearances including a valid Working with Children Check (WWCC) clearance, a Catholic Clearance and clearance through the Catholic Education Office e-screening process.
  - Current certification in *Responding to Risk of Harm, Abuse and Neglect in Education & Care Settings*.
  - Undertake induction and ongoing training as directed.
- 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 actions or omissions do not adversely affect the health and safety of others.
  - 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

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