### HR Administrative Assistant

<table>
<thead>
<tr>
<th>REPORTS TO</th>
<th>GRADE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Talent and Volunteer Manager</td>
<td>2</td>
</tr>
</tbody>
</table>

#### Organisational Summary
The Diocese of Maitland-Newcastle serves the Hunter and Manning regions which have a population of some 150,000 Catholics. Through its parishes, pastoral groups, and its agencies of Catholic Schools, CatholicCare, St Nicholas Early Education and other agencies the diocese provides pastoral, educational, social welfare, and community development. The Diocese employs approximately 3,500 staff across these agencies.

#### Vision
To live the joy of the Gospel and share it with the world.

#### Mission
In 1992-93, the diocesan community resolved to embrace and promote the Vatican II understanding of the Church’s mission contained in the following:

*The Church, because it is the People of God and the Body of Christ enlivened by his Spirit, is called to be a sign and instrument of communion with God and of unity among all people (LG1). The Church exists to promote the Kingdom of God on earth (LG5). This it does by proclaiming Christ – the Good News of God’s love for all people – and by working in the world for justice, peace and reconciliation.*

#### Primary Purpose
The Administration Assistant will perform a high level of administration and clerical tasks. The Administration Assistant will prioritise a diverse range of tasks and be required to work in a demanding environment across the human resources team predominantly supporting volunteer management.

The position is responsible for the administration tasks associated with recruitment, pre-employment clearance checks, inductions, maintaining databases and maintaining files.

The incumbent commits to working within Work Health and Safety guidelines and Code of Conduct at all times whilst in the employ of the Catholic Diocese of Maitland-Newcastle.

#### Key Accountabilities

<table>
<thead>
<tr>
<th>Administrative Systems and Processes</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Process national criminal history checks</td>
</tr>
<tr>
<td>• Verify Working with Children checks</td>
</tr>
<tr>
<td>• Follow up any outstanding induction documentation</td>
</tr>
<tr>
<td>• Update and maintain databases</td>
</tr>
<tr>
<td>• Ensure relevant documentation has been captured digitally and filed within an electronic document records management system</td>
</tr>
<tr>
<td>• Update training records</td>
</tr>
<tr>
<td>• Assist in the organisation of volunteer inductions</td>
</tr>
<tr>
<td>• Assist in coordinating volunteer inductions</td>
</tr>
<tr>
<td>• Assist the Human Resources team with administration tasks at high peak times</td>
</tr>
<tr>
<td>• Assist with the reporting matrix for monthly reporting</td>
</tr>
</tbody>
</table>
Relationships and Collaboration

- The Administration Assistant will establish and maintain relationships with volunteers and all parties involved in supervising volunteers.
- Build professional relationships with the Human Resources team
- Establish and maintain partnerships with shared service areas
- Collaborate with agencies of the Diocese to best support volunteer programs

QUALIFICATIONS

Essential
- Qualifications in business administration or equivalent experience in a corporate service environment.
- Current Class C Driver’s Licence and ability to travel within Diocesan region when required.
- Current Working With Children Check (WWCC)

SKILLS AND EXPERIENCE

- Demonstrated ability in accurately and proficiently performing a wide range of administration tasks.
- Intermediate experience and ability to work with various databases, Microsoft office programs and excel.
- Demonstrated experience using an electronic document record management system.
- Demonstrated capacity to organise, prioritise and multi task to meet various deadlines.
- An understanding and the ability to maintain a high level of confidentiality.
- Self-motivated with the ability to work autonomously and be responsible and accountable for own work with the capacity and willingness to work in a team environment.
- Excellent interpersonal and communication skills both written and oral.
- Desirable - Experience and knowledge of work health and safety (WHS) practices.

KEY RELATIONSHIPS

<table>
<thead>
<tr>
<th>INTERNAL</th>
<th>EXTERNAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Talent and Volunteer Manager</td>
<td>Potential volunteers</td>
</tr>
<tr>
<td>Shared services</td>
<td>The Community</td>
</tr>
<tr>
<td>Human Resources team</td>
<td>Volunteering Australia</td>
</tr>
<tr>
<td>Agency managers</td>
<td></td>
</tr>
</tbody>
</table>

SUCCESSION PLANNING

Positions which could succeed to this role:
- Administrative Assistant
- Trainee

LEGISLATIVE AND RISK REQUIREMENTS

Occupants must:
• Abide by the laws of the Commonwealth of Australia and NSW and the policies of the Catholic Diocese of Maitland-Newcastle.
• Report, as soon as practicable to the Head of Human Resources, any criminal action taken against them, or civil action that may have an impact of the reputation of the Catholic Diocese of Maitland-Newcastle or may lead to a conflict of interest;
• Take reasonable action to understand and familiarise himself/herself with the Catholic Diocese of Maitland-Newcastle’s policies and procedures, including those relating to the expected Code of Conduct and confidentiality.
• Not take advantage of their role at the Catholic Diocese of Maitland-Newcastle for personal gain;
• Take responsibility for their own health, safety and wellbeing and that of other employees, clients, contractors and visitors in the Catholic Diocese of Maitland-Newcastle workplaces, understanding that all employees have a duty of care toward one another.

EXPECTED EMPLOYEE BEHAVIOUR

Employees must:

• Treat all people with respect, sensitivity, courtesy, understanding and compassion
• Embrace diversity and difference in those they serve or with whom they work
• Promote personal growth, ongoing professional development and develop both in themselves and others
• Commit themselves to effective professional working relationships with colleagues and clients
• Through the exhibition of justice and fairness in relationships and service, promote proper working conditions and also recognise when injustice, unfairness and abuse occurs in the workplace and respond appropriately
• Exhibit transparency, accountability and act responsibly in the use of Church resources
• Provide professional and competent service
• Comply with relevant legislation and directives
• Be mindful of privacy principles and manage information accordingly

Signature of Incumbent: 

Date: 

Supervisor: 

Position Description Last Reviewed 

Next Review is due on