



Pymble Ladies' College

POSITION DESCRIPTION

Title: Administrative Assistant (Director of Staff and Director of Research and Development)

Reports to: Director of Staff and the Director of Research and Development

POSITION SUMMARY

The position is an administrative support position in the provision of high-quality information, administrative and support service to facilitate the achievement of organisational goals. Administrative support is provided to both the Director of Staff and the Director of Research and Development with minimal direction. The position independently manages functions and tasks in a highly professional manner including the relationship management of external and internal stakeholders. Both the Director of Staff and the Director of Research and Development will allocate tasks and functions appropriate to the daily short and long range administrative needs of the College.

ROLE RESPONSIBILITIES

- 1. Provide administrative and functional support to the Director of Staff and the Director of Research and Development**
 - 1.1 Prioritise, coordinate and diarise internal and external commitments of the Director of Staff and the Director of Research and Development and ensure information is prepared for meetings both internal and external to the College.
 - 1.2 Screen telephone enquiries, mail and email correspondence and redirect if appropriate. Distribute information considered appropriate in a professional and confidential manner.
 - 1.3 Coordinate the compilation of confidential and nonconfidential documentation, draft reports and correspondence, monitor and take followup action where required.
 - 1.4 Liaise between the Directors and members of the Senior Executive, Executive and other internal staff.
 - 1.5 Liaise with parents, students, other schools' personnel and members of the public, when required.
 - 1.6 Arrange workrelated bookings for attendance at professional learning activities as well as all intrastate, interstate and overseas travel.

- 1.7 Assist the Directors with organisation and delivery of events for staff, students, parents and members of the College community, including some afterhours support.
- 1.8 Minute taking at meetings, as requested by the Director of Staff and the Director of Research and Development
- 2. Communication**
 - 2.1 Ensure all written and verbal communication is courteous, professional, accurate and reflective of College values.
- 3. Risk and Compliance**
 - 3.1 Report directly to the Principal on any matters relating to child protection.
 - 3.2 Consistently adhere to College policies and procedures, importantly the Risk Management, WHS, Child Protection and our emergency response practices.
- 4. Professional Learning**
 - 4.1 In partnership with your Manager, continuously align your skills and professional development requirements to ensure that you are meeting the obligations of your role.
- 5. Other duties may be required from time to time**

PERSONAL CAPABILITIES

- Willingness to support the ethos and values of the College.
- Have demonstrated experience providing Administrative support to one or more senior leaders.
- Have strong organisational skills including the ability to manage a range of tasks simultaneously, manage calendars, plan and prioritise your own work and respond to changing expectations.
- Efficient time management
- Possess exceptional attention to detail.
- High level of flexibility and adaptability.
- Effective communicator both verbally and in writing.
- Possess strong interpersonal skills and build and maintain effective relationships with stakeholders.
- Ability to demonstrate accuracy and attention to detail in the preparation of materials both hard copy and electronic.

- Proven ability to show initiative and to operate without close supervision.