



POSITION DESCRIPTION

POSITION TITLE	Administration Officer
REPORTS TO:	Director, Diocesan Outreach and Mission Services.
REPORTING TO THIS POSITION:	Nil
CLASSIFICATION:	Clerks Private-Sector Classification

APPROVAL:

Name:	Andrea Fogarty	Date:	12.02.2025
Position:	Chief Operating Officer		

1. CATHOLIC DIOCESE OF CAIRNS

The Roman Catholic Trust Corporation for the Diocese of Cairns ("RCTC") is incorporated pursuant to letters patent issued under the Religious, Educational and Charitable Institutions Act 1861. The RCTC's purpose is to carry out the mission and objects of the Catholic Diocese of Cairns ("Diocese").

Geographically, the Diocese serves Far North Queensland, extending from Cardwell to the Torres Strait, and west to the Northern Territory border. The Diocese has 23 parishes and is responsible for the provision of a range of regional services under the pastoral care and leadership of the Bishop of Cairns. Services provided by the Diocese include education, welfare, childcare, pastoral care, outreach and other central services. The Diocese also has other connections with various ministries and Catholic groups within the Diocese.

The Bishop has executive power over the Diocese which he exercises personally and through his delegates.

2. DIVISION

The RCTC Division of Diocesan Services includes the following departments:

Diocesan Services:

- Diocesan Finance - responsible for payroll, Catholic Development Fund/Internal Treasury, day-to-day financial functions and offers support with financial activities of parishes.
- Diocesan Project and Property Services - oversees Genazzano Conference Centre and Retreat and the development, maintenance, acquisition and alienation of all diocesan property assets.
- Chancery and Governance - responsible for diocesan archives, and management of Governance processes for the Diocese, including coordination of support and formation for the various boards and committees; the Marriage Tribunal, and overarching Diocesan Policies, Terms of Reference and Board Charters.
- Diocesan Outreach and Mission Services – provides and supports the delivery of pastoral care, clergy care services, State School Religious Instruction and Youth Ministry.
- Diocesan Employee Services – provision of Human Resource Management, Work Health and Safety services and operational policy and procedures to Diocesan Services and parishes.

- Diocesan ICT Services – responsible for supporting the provision of information, technology and communications support to Diocesan operations and Parishes.
- Diocesan Community Engagement - responsible for developing, coordinating and maintaining marketing, communication, fundraising projects and social media platforms.
- Diocesan Administration – responsible for day-to-day administration and running of the Bishop’s House and co-ordination of Diocesan wide administrative functions.
- Safeguarding Coordinator – responsible for promoting safeguarding practices and standards.

Parish:

- Clergy and employees of parishes including administration officers and support staff.
- Cathedral Book and Gift shop - responsible for operating the store.

3. MAIN PURPOSE OF THIS ROLE

The Administration Officer plays a key role in providing high-level administrative support within the Diocesan Outreach and Mission Services team, ensuring the smooth operation of mission-focused activities. This includes supporting office operations, maintaining registers and data systems, handling confidential information, supporting the Director, and collaborating closely with the Pastoral Ministry Engagement Officer to meet the Diocese's strategic objectives.

4. POSITION REQUIREMENTS

1. Proven experience in a similar administrative role, with expertise in office management systems and processes.
2. Exceptional communication and interpersonal skills, with the ability to engage effectively with diverse stakeholders at all levels.
3. Creativity in transforming requirements into innovative and effective solutions.
4. Advanced proficiency in Microsoft Office programs, including word processing, spreadsheets, and creating presentations.
5. Knowledge of Catholic faith practices and principles, with a demonstrated commitment to Catholic Social Teaching.
6. An understanding of Duty of Care, Safeguarding principles, and compliance with Work Health and Safety regulations.
7. Ability to work autonomously, with strong written communication, organisational, and time management skills.
8. A valid, unrestricted Queensland driver’s license.
9. A valid Positive Notice Blue Card (No Card, No Start legislation applies).
10. Suitable Nationally Coordinated Criminal History Check.

5. CORE COMPETENCIES & INTERPERSONAL SKILLS

In addition to the mandatory requirements, this position will demonstrate the following competencies and capabilities in the course of the duties:

- Excellent organisational and time-management skills, with the ability to prioritize effectively and meet deadlines.
- High attention to detail and a commitment to accuracy in all tasks.
- Strong written and verbal communication skills, with the ability to tailor messages for different audiences.
- A proactive attitude towards training and professional development.
- A strong commitment to safeguarding practices and creating a safe work environment.
- A flexible and collaborative approach, willing to adapt to the evolving needs of the team and Diocese.

6. ORGANISATIONAL DUTIES AND RESPONSIBILITIES

Safeguarding Standards

- The Diocese of Cairns has standards of conduct for workers to maintain a safe and healthy environment for children. Our commitment to these standards requires conducting working with children checks and background referencing for all persons who will engage in direct and regular involvement with children and young people (0 - 18 years) and/or adults at risk. The organisation is fully committed to child safety and has a zero-tolerance to the abuse of children or adults at risk.
- Attend Safeguarding training as directed.

Workplace Health and Safety

- Take reasonable care for your own health and safety.
- Take reasonable care that your acts or omissions do not adversely affect the health and safety of others.
- Comply, so far as you are reasonably able, with any reasonable instruction.
- Co-operate with any reasonable policy or procedure.
- Ensure timely and accurate reporting of all incidents and hazards.
- Attend WHS training as directed.

Public Relations

- Always promote a positive image of the Church through professional standards of personal presentation and courteous, respectful behaviour.

7. PRIMARY DUTIES AND RESPONSIBILITIES OF THIS ROLE

General

- Provide high-quality administrative support to the Director, Diocesan Outreach and Mission Services, and the Pastoral Ministry Engagement Officer, ensuring all tasks are completed efficiently and accurately.
- Prepare, edit, and distribute correspondence, presentations, and other confidential documents.
- Maintain data systems and registers ensuring compliance with relevant procedures.
- Assist in preparing reports and meeting agendas, ensuring all relevant materials are accurate and complete.
- Support the planning and execution of diocesan events, providing organisational and logistical assistance as needed.
- Actively participate in meetings, training, and planning activities, contributing to service evaluation and quality assurance.
- Undertake other duties as directed by those authorised to give such direction, within the scope of expertise and training.

8. KEY RELATIONSHIPS

Including but not exclusive of:

External

Church Community
Wider Community

Internal

All internal operations within the Diocese including Clergy, Parishes and Agencies.

9. KEY PERFORMANCE INDICATORS

- Achievement of specific work plan objectives in alignment with diocesan priorities.
- Consistent, positive feedback on the quality, accuracy, and timeliness of administrative tasks.
- Successful and timely completion of all key administrative functions, ensuring operational efficiency.
- Adherence to Diocesan policies and procedures relevant to administrative duties.
- Full compliance with Safeguarding principles, Work Health and Safety policies, and all related safety procedures, ensuring a safe and respectful workplace for all.

10. DECISION MAKING / AUTHORITY LEVEL

Budget Accountability: \$Nil

This position also has:

- Access to sensitive personal and financial information as approved

11. ADDITIONAL REQUIREMENTS

- A commitment to the mission and objectives of the Catholic Diocese of Cairns.
- Physical requirements of the position:
 - Work generally performed in an office and church setting
 - Work is performed across Diocesan sites and facilities
 - Manoeuvring within an office setting
 - Frequent use of telecommunication and electronic equipment

12. EMPLOYEE ACCEPTANCE

Statements included in this description are intended to reflect, in general, the duties and responsibilities of this position and are not to be interpreted as all-inclusive. All employees are required to carry out all duties in accordance with the policies and procedures of the Catholic Diocese of Cairns and relevant agreements and to act at all times with integrity and professionalism.

I note that Position Descriptions are under periodic review and may be changed, after consultation, at any time. I have read this Position Description and agree to carry out the duties and responsibilities as outlined above.

Signed

Date