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Manager, Executive Services

marvin Consulting

Perth WA

Office Management (Administration & Office Support)

Full time

Posted 28d ago

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ABOUT THE ORGANISATION

The Catholic Archdiocese of Perth has 106 Parishes and 23 Agencies within its boundaries. Each parish is led by a priest appointed by the Archbishop of Perth. Agencies are managed by a Director and deliver a wide variety of ministries, including faith enrichment and formation, liturgy, safeguarding, disability and mental health support, counselling, Aboriginal outreach, marriage and family education services, homelessness

support, justice, and ecology education programs, training courses and employment support, migrant and refugee services, and prison chaplaincy. The Office of the Archbishop (OOA) and the Catholic Archdiocese of Perth Administration Centre (CAPAC) are situated at Griver House, 249 Adelaide Terrace, Perth.

ABOUT THE ROLE

The Manager, Executive Services leads, oversees and coordinates the activities of the Administration Team within the Office of the Archbishop in support of both the archdiocesan Curia (the Archbishop, Auxiliary Bishop, Vicar General and Episcopal Vicars) and the Office of the Archbishop.

The Administration Team is responsible for the coordination and functioning of the administration, reception, and secretarial services for both the Curia and the Office of the Archbishop. A high level of trust, confidentiality and relationship management with both internal and external stakeholders forms an integral part of the role.

The key responsibilities include:

- Ensure the management of role responsibilities through overseeing and prioritising of workflow
- Coordinate the activities of the Curia and the Office of the Archbishop through the Administration Team, while delivering personal support and management to its senior members
- Support the ongoing enhancement of the distinguished reputation of the Office of the Archbishop
- Guide the Curia's administrative support team, fostering a collaborative, team-orientated working environment
- Establish and promote effective stakeholder engagement and partnerships built on reciprocal trust
- Identify opportunities to align the Curia's needs with the practices of modern businesses
- Coordinate and manage arrangements of the Curia and the Office of the Archbishop
- Screen and triage visitors and telephone calls, handling enquires, re-directions and expedition as necessary
- Flexibility around working hours and contact outside of the same

The above is not an exhaustive list of duties. You will be expected to perform different tasks to meet the organisation's overall objectives.

ABOUT YOU:

Ideal Skills

Have:

- Previous experience as a senior executive services management role
- Comprehensive skills in Microsoft Office Suite
- A deep understanding of the role of the Catholic Church in contemporary Australian Society, supporting the teachings of the Church and having respect for Clergy and Religious and their needs
- A high level of prudence, and emotional intelligence to build solid relationships with stakeholders
- A servicing, questioning and systematic mindset
- Inquisitive nature and passion for looking at the growth of the organisation and themselves
- Demonstrated committed and supervisory skillsets for collaborative, team-based approaches and the management, motivation and building of staff capabilities
- Excellent verbal and written communication skills
Adaptable skillsets when dealing with fast-paced environment
- A formal qualification in either business management, public relations, or other related degrees

Ability to:

- Show initiative, resilience, and organisation when handling tasks, dealing with them proactively
- Show high levels of confidentiality when dealing with sensitive information and situations when liaising and consulting with people at all levels from internal and external stakeholders
- Delegate work to those around you to deliver upon agreed service levels
- Build solid relationships with people based on trust and exceptional interpersonal skills
- Look at the big picture of a situation with a high level of attention to detail

- Analytically problem-solve, negotiate, and formulate plans along with the required appropriate resources in cases of a high level of tact and integrity

*The successful applicant will be subject to **Federal Police Clearance**.*

BENEFITS

- Generous salary package
- 3.5 days additional paid leave over Christmas
- Be a part of organisational transformation
- Working in a friendly and positive environment

HOW TO APPLY

If this opportunity is of interest to you - **APPLY NOW**. Attach a CV outlining your experience and qualification. In addition, please send us a one-page cover letter explaining why you are the right fit for this role.

We will not consider your application without a cover letter.

CONTACT DETAILS

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Employer questions

Your application will include the following questions:

Do you have a current Police Check (National Police Certificate) for employment?

Which of the following Microsoft Office products are you experienced with?

Which of the following statements best describes your right to work in Australia?

Which of the following statements best describes your Covid-19 vaccination status?

How many years' experience do you have as an Executive Services Manager?

How many years of people management experience do you have?