

POSITION DESCRIPTION

Administrative Support Officer

Position	Administrative Support Officer
Position status	Part-Time (0.4 FTE), 18-month fixed term
Reports to	Director Professional Standards and Complaints
Salary	\$65,000 (pro-rata)
Location	Braddon, ACT
Date	April 2025

1.0 The Organisation

ACSL works with the Catholic Church in Australia to support the maintenance of a safe Church for everyone. ACSL is committed to fostering a nationally consistent culture of safety and care throughout the Church. ACSL provides a range of services to the Church to support their implementation of the National Catholic Safeguarding Standards, a framework for the protection and care of adults at risk and children.

ACSL's core organisational values are **leadership**, **integrity** and **compassion**. These values guide the way we manage our organisation and inform cultural change within the Catholic Church and the wider community. ACSL has zero tolerance for abuse of any kind. ACSL takes its duty to care for and protect all children, and adults at risk, seriously and reports all matters of concern to appropriate authorities.

2.0 The Position

The Administrative Support Officer will play a key role in supporting the day-to-day functions of the Australian Catholic Ministry Register (ACMR), Catholic Ministry Formation Register (CMFR), and Professional Learning (including supporting the ACSL Learning Platform). This role provides administrative support to the Director of Professional Standards and Complaints and broader team members to ensure smooth operational delivery.

This is a dynamic opportunity with potential for the successful candidate to grow into more active involvement in professional learning content development and delivery over time.

The role offers flexibility in working hours, with a suggested schedule of 10am–1pm or another agreed arrangement. The role is office based in Braddon, ACT.

3.0 Key Responsibilities

Administrative Support

- 3.1 Maintain and update records on the ACMR and CMFR databases.

- 3.2 Respond to inquiries and support users of ACSL systems and platforms.
- 3.3 Provide administrative support for online learning programs and resource development.

System and Data

- 3.4 Assist with data entry, quality assurance, and system monitoring to ensure accuracy.
- 3.5 Coordinate minor updates or changes with technical support as needed.
- 3.6 Monitor reporting needs and prepare basic reports as directed.

Stakeholder relationships

- 3.7 Support communication with Church entities and external stakeholders.
- 3.8 Schedule meetings, manage correspondence, and assist with event logistics where required.

Organisational management

- 3.8 Work in accordance with ACSL's values, policies and procedures.
- 3.9 Participate in team meetings and development activities.
- 3.10 Contribute to strategic initiatives and projects as directed.

4.0 Key Selection Criteria

Essential:

- 4.1 Demonstrated experience in administrative support roles.
- 4.2 High level of attention to detail and commitment to accuracy.
- 4.3 Strong communication and interpersonal skills.
- 4.4 Ability to work independently and manage competing priorities.
- 4.5 High level of competency with Microsoft Office and cloud-based platforms.
- 4.6 Experience working with sensitive and/or confidential information.
- 4.7 A commitment to safeguarding principles and working within the context of the Catholic Church.

Desirable:

- 4.8 Experience with learning management systems (LMS) or database maintenance.
- 4.9 Interest in or experience with professional development or adult learning content.

5.0 Conditions of Employment

- 5.1 Part-time position FTE 0.4 (15.2 hours), working time by negotiation. There is no paid overtime.
- 5.2 This position is located at ACSL's head office in Braddon, ACT.
- 5.3 Salary of \$65,000 (pro-rata).
- 5.4 Salary packaging is available.
- 5.4 Superannuation is paid according to the Superannuation Guarantee into a compliant fund of the incumbent's choice.
- 5.5 Employment is subject to the satisfactory completion of a range of pre-employment checks, including two professional reference checks, a pre-existing injury/disease declaration, a national

criminal records check, and proof of identity and qualifications. The successful applicant also needs to hold an ‘employment’ Working with Children Check Card and must list ‘Australian Catholic Safeguarding Ltd’ as their employer.

- 5.6 ACSL is a child-safe organisation. All employees are required to sign and adhere to the organisation’s Code of Conduct and undertake safeguarding training.
- 5.7 All ACSL employees are required to carry out their duties in a manner that does not adversely affect their own health and safety and that of others by reporting all incidents and injuries as well as co-operating with any measures introduced in the workplace to improve WH&S.

6.0 Signatures

I have read, understood and accept the above Position Description

Name:

Signature:

Date:

Version Number:	1.0
Authorised by:	Ursula Stephens, CEO
Date of Authorisation:	30 April 2025