



Position Description

Personal Assistant to the Dean of Mission

Lourdes Hill College educates young women to embrace life and a passionate love of learning in a nurturing, inclusive and innovative Catholic learning community. We equip each person to reach their potential and boldly embody Benedictine values, listening actively with the 'ear of the heart'. Our overarching vision is to be universally recognised for empowering generations of young women to be a transforming Benedictine presence in our world.

Position Overview

The Personal Assistant to the Dean of Mission provides high-level administrative, organisational and operational support to enable the effective leadership of the College's Mission portfolio. The role supports the delivery of key programs, events and initiatives aligned with the College's Catholic identity, ensuring efficient coordination, communication and record-keeping across all areas of responsibility.

Duties and associated indicators of successful performance include:

Mission Stewardship

- Demonstrates humility, reflection, and relational presence in daily interactions, modelling the values of the Good Samaritan, Benedictine tradition, and the College.
- Actively participates in liturgical, prayer, and formation experiences that contribute to the faith and spiritual life of the College community.
- Integrates faith, values, and reflection into everyday work and relationships within the College.
- Contributes to College service, social justice, and formation initiatives as a practical expression of the mission and values.

Leadership and Executive Support

- Provides high-level administrative and organisational support to the Dean of Mission.
- Coordinates and manages the Dean's electronic diary, including scheduling, preparation and follow-up of meetings.
- Prepares agendas, meeting papers and action lists for committees and meetings led by the Dean.
- Maintains strict confidentiality in relation to sensitive information and matters pertaining to the Mission portfolio.
- Supports the Dean in prioritising commitments and ensuring alignment with strategic and operational priorities.

Stakeholder Engagement and Communication

- Liaises effectively with students, staff, parents and external providers on behalf of the Dean of Mission.
- Acts as a conduit between the Mission Team, Religious Education Team and broader College staff.
- Ensures all communication is professional, timely, respectful and aligned with College expectations.
- Monitors enquiries and correspondence, ensuring timely follow-up and resolution.



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Program and Event Coordination

- Provides administrative and organisational support for Mission-related programs and activities, including:
 - Retreats and camps
 - Masses, liturgies and College celebrations
 - Service, outreach and social justice initiatives
 - Immersions and student overnight experiences
 - Staff and student spirituality days
 - Staff formation programs
 - Parent evenings and community events
- Coordinates event logistics including communication, permissions, bookings, resources and documentation.
- Assists with the preparation and distribution of communication materials and resources to support program delivery.
- Attends and supports events as required, including occasional out-of-hours commitments.

Project and Operational Support

- Provides project coordination and administrative support across key Mission priorities, including:
 - Co-curricular service and outreach programs
 - Retreat and student formation programs
 - Staff formation initiatives
 - Religious Education administrative support
 - Liturgy planning, purchasing and resource coordination
- Supports the implementation of strategic and operational initiatives within the Mission portfolio.
- Acts as a central point of coordination to ensure projects are delivered efficiently and within timelines.

Administration, Systems and Record-Keeping

- Maintains accurate and up-to-date electronic filing systems and records.
- Ensures effective record-keeping in line with College processes and compliance requirements.
- Enters and maintains relevant data within the College Information System (TASS).
- Supports the coordination of documentation, permissions and compliance requirements for programs and events.
- Demonstrates proficiency in Microsoft Office Suite, Canva and other relevant systems to support role requirements.

Travel and Logistics Coordination

- Coordinates travel arrangements for the Dean of Mission, including research, bookings and preparation of documentation.
- Supports preparation and processes required travel approvals and associated paperwork.
- Supports logistical planning for off-site programs, immersions and events.



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Team Collaboration and General Support

- Works collaboratively with members of the Administration Team to support College operations.
- Provides assistance at Student Reception and Main Reception as required.
- Contributes positively to team culture and supports whole-College initiatives.

Compliance and Professional Practice

- Demonstrates personal compliance with all College policies, procedures and expectations.
- Upholds the values and ethos of the College in all interactions and responsibilities.
- Exercises discretion, professionalism and sound judgement in all aspects of the role.

Other Duties

- Any other duties as required by the Dean of Mission.

Other Information:

This role reports directly to the Dean of Mission.

Key Relationships

- Mission Team
- Religious Education Staff
- Administration Team
- Teaching and Support Staff
- Students

External

- Parents and Caregivers
- Parish Representatives and Clergy
- Retreat, Camp and Immersion Providers
- Service and Social Justice Organisations
- Suppliers and External Service Providers

Qualifications and Experience

- Proficiency in Microsoft Office Suite and familiarity with school management systems (e.g., TASS)
- Strong organisational skills and attention to detail with the ability to manage competing priorities and deadlines
- Excellent interpersonal and communication skills with a commitment to confidentiality and professionalism

Term of appointment

This role is permanent part time, classified as a School Officer, Level 4 under the *Catholic Single Collective Enterprise Agreement Religious Institute Schools of Qld 2023-2026*.