



Diocesan Office Anglican Diocese of Newcastle

Position Description –Administrative Services Manager (0.75 Full time equivalent equating to approx. 28.5 hours per week)

The Diocesan Office for the Anglican Diocese of Newcastle provides administrative support for clergy and parishes throughout the Diocese. It is also the Bishop of Newcastle's office.

The Administrative Services Manager is an integral position in the Diocesan office and has oversight of the daily administrative functions of the office.

Responsibilities:

- Day to day supervision of a Parish and Administrative Services team.
- Regularly monitor quality and timeliness of work produced by team members
- Regularly monitor productivity of team members
- Proficient staff rostering to ensure business needs are always met
- Regularly Identify areas of further business improvement and efficiency
- Lead by example to create an effective team environment and culture
- Attend meetings as requested
- Agree to the Diocesan Confidentiality Code
- Maintain a friendly professional working relationship with other Diocesan staff
- Undertake reasonable tasks as directed by the Diocesan Business Manager
- Follow Diocesan rules, practices and policies (including Human Resources directives) as may be promulgated

Primary Duties:

- Parish Property & Insurance
- Relationship & liaison w/- Clergy & Parishes
- Licences
- Preparation/Oversight of Diocesan Business Papers
- Acts & Records
- Seal Register
- Clergy Relocation/Removal arrangements
- Annual Returns/Financials
- Synod Co-ordination
- Provision of Parish/Clergy financial information to the Finance & Accounting team in a timely manner
- Oversight of administrative duties for Diocesan office reception and other centralised administrative tasks performed by the Parish and Administrative services team for other Diocesan staff
- Other administrative duties as advised by the Diocesan Business Manager

Working Relationships:

Report to: Diocesan Business Manager or delegate

Works in conjunction with:

- Office staff
- All Clergy
- Parish Officers
- Members of the Public

Applications should be accompanied by a statement addressing their;

Essential:

- High level office management skills (Minimum 5 years)
- Experience with workflow management, system development, Human Resources and front line service delivery
- Proven ability to provide day to day supervision of an Administrative Services team.
- Ability to regularly monitor quality and timeliness of work produced by team members
- Ability to regularly monitor productivity of team members
- Proficiency in staff rostering to ensure business needs are always met
- Ability to regularly Identify areas of further business improvement and efficiency
- Ability to lead by example to create an effective team environment and culture
- Ability to maintain a friendly professional working relationship with other Diocesan staff
- Ability to follow Diocesan rules, practices and policies (including Human Resources directives) as may be promulgated

Desirable:

- Office experience in a church or not for profit environment
- Understanding of the Anglican Church of Australia