

## POSITION DESCRIPTION



**JOB TITLE** Junior Professional Officer (OPSS)  
**JOB TYPE** Full time  
**EMPLOYER** Catholic Diocese of Wollongong  
**DEPARTMENT** Office of the Bishop (OOB): Office of Professional Standards and Safeguarding (OPSS)  
**MANAGER** Director, OPSS  
**ACCOUNTABLE TO** Director, OPSS

Office of the Bishop  
Xavier Centre  
38 Harbour Street  
(PO Box 1239)  
Wollongong NSW 2500  
[www.dow.org.au](http://www.dow.org.au)

### WHO WE ARE

The Catholic Diocese of Wollongong extends from the Macarthur in the north and Southern Highlands in the west, through the Illawarra and down to the Shoalhaven on the south coast of NSW. The Office of the Bishop exists to provide support to the Bishop of Wollongong in his mission of leading people into communion with God and each other. We perform this Gospel ministry of service by working together, using our personal and professional gifts.

### ABOUT THE ROLE

The Junior Professional Officer will be responsible for providing support and expertise to the work of the Office of Professional Standards and Safeguarding. The work will have a particular focus on the areas of investigations, compliance, claims, training, professional standards, and safeguarding projects to assist the agencies and ministries in the Diocese to safely carry out the evangelising mission of making Jesus known and loved in the Illawarra, Macarthur, Shoalhaven and Southern Highlands.

### WHY WE NEED YOU

As an experienced, intelligent and articulate professional we need your integrity, faith and capability to help us ensure that there are robust processes in place and that agencies and ministries in the Diocese can rely on sound advice to ensure the safety of all. Your thoroughness, competence and honesty are important aspects of this role.

### YOUR RESPONSIBILITIES

The key responsibilities of the Senior Professional Officer will include:

- Management of professional development calendar;
- Responding to general enquiry emails;
- Organisation of professional development modules – including creating audio/visual and activities to support presentations, management of presenters, facilitation of professional development;
- Assist with review and support in implementing compliance requirements across the Diocese;

- Management of databases and ensuring compliance with national and statutory obligations (eg. WWCC verification);
- Research Support;
- Assist with collation of documents for claim responses;
- Assist with communication with legal contractors and other external stakeholders;
- Management of OPSS and Director OPSS calendars;
- Assisting with OPSS meetings;
- Other duties as required.

### YOUR RELATIONSHIPS

The Senior Professional Officer reports to the Director - Office of Professional Standards and Safeguarding. In addition, you will work closely with:

- Senior Professional Officer (OPSS);
- Chief Operations Manager;
- Vicar General;
- Canonical Advisors;
- Solicitors;
- Statutory Bodies;
- CEDoW;
- CatholicCare;
- Parish Priests and Parish Teams;
- Diocesan Ministry Teams;
- Staff of the Office of the Bishop.

### YOUR SKILLS, EXPERIENCE AND QUALIFICATIONS

Ideally, you have:

- An understanding of the structure and workings of the Catholic Church;
- Experience in a relevant role (compliance, investigations, training, etc.);
- Relevant tertiary qualifications (law, criminology, forensic psychology, law enforcement, social work, social sciences or other relevant qualifications);
- Personal commitment to the ethos and values of the Catholic Church;
- Excellent interpersonal skills and an ability to build relationships with key stakeholders including clergy, parishes and diocesan staff;
- Highly developed written and verbal communication skills;
- Attention to detail and a demonstrated ability to maintain a high level of confidentiality;

- The ability to manage a complex workload
- The ability to work independently as well as in a team environment;
- Flexibility to work in an ever changing environment;
- High level of proficiency in the use of collaborative tools such as Google Docs and Office 365

## CHECKS AND CLEARANCES

---

Appointments are subject to the following checks and clearances:

- Referee checks

- National Criminal History Record check
- Working with Children Check clearance

## OTHER EMPLOYMENT CONDITIONS

---

- Due to the nature of the role, on occasion, some weekend and after hours work may be required.