

JOB TITLE Senior 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

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 Senior Professional Officer will be responsible for providing support and expertise in 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:

- Undertaking investigations in relation to reportable conduct, breaches of professional standards, and other investigations as required;
- Working with internal and external stakeholders to ensure compliance with statutory and Diocesan requirements (including interpreting and enforcing statutory obligations);
- Undertaking person-based and events-based risk assessments;

- Leading and facilitating professional development opportunities for persons in positions of leadership in the Diocese;
- Developing and leading training sessions for persons in front-line roles and other relevant roles in the Diocese;
- Providing safeguarding support at Diocesan and ministry events;
- Responding to emails that require expertise in the areas of safeguarding and professional standards, particularly in relation to compliance enquiries;
- Collating and drafting claim responses;
- Liaising with legal contractors, including providing instruction pertaining to claims and seeking legal advice on behalf of OPSS;
- Providing support to parishes, ministries and agencies in areas relating to professional standards and safeguarding;
- Coordinating projects on behalf of OPSS;
- Mentoring Junior Professional Officers (OPSS)
- Representing OPSS at meetings;
- Other relevant 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:

- Junior Professional Officers (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;
- Minimum 5 years 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.