

POSITION DESCRIPTION



JOB TITLE OPSS Administration Officer
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 Office of Professional Standards and Safeguarding (OPSS) is looking for an organised and enthusiastic person to join the team. OPSS is responsible for ensuring that services provided to children, young people and vulnerable people are in compliance with legal and Diocesan standards. Additionally, OPSS provides support to persons who have experienced abuse in the Diocese and works to ensure the prevention of abuse in the Diocese through the implementation of child safe standards and national safeguarding standards across the agencies and ministries of the Diocese.

This OPSS Administration Officer will be responsible for providing administration support for the work of OPSS to ensure that the responsibilities of OPSS are discharged in an organised, efficient and professional manner.

WHY WE NEED YOU

As an experienced, organised, intelligent and articulate professional we need your integrity, faith and capability to help us ensure that there are robust administration processes in place so that OPSS can provide a professional service to the agencies and ministries in the Diocese. Your thoroughness, competence and honesty are important aspects of this role.

YOUR RESPONSIBILITIES

The key responsibilities of the role will include:

- Management of OPSS and Director OPSS calendars;
- Management of professional development calendar;
- Management of filing systems and ensuring files are kept up-to-date;

- Transcription of file notes, interview recordings and communications on behalf of OPSS;
- Assisting with the collation of investigation, claims and professional standards matters;
- Processing of OPSS invoices and coordinating payments with the Finance department and external stakeholders;
- Management of OPSS expense account reporting;
- Providing administration support for Professional Development sessions;
- Management of databases to ensure compliance with national and statutory obligations (eg. WWCC verifications);
- Responding to general enquiry emails;
- Research Support;
- Assisting with OPSS meetings;
- Other duties as required.

YOUR RELATIONSHIPS

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

- Professional Officer - Professional Standards and Safeguarding;
- Professional Officer - Policy and Professional Standards;
- Chief Operations Manager;
- Statutory Bodies;
- CEDoW;
- CatholicCare;
- Parish Priests and Parish Teams;
- Diocesan Ministry Teams;
- Staff of the Office of the Bishop;
- External Stakeholders.

YOUR SKILLS, EXPERIENCE AND QUALIFICATIONS

Ideally, you have:

- Personal commitment to the ethos and values of the Catholic Church;
- Experience in providing administrative support in a team environment;
- An understanding of the structure and workings of the Catholic Church;
- Excellent interpersonal skills and an ability to build relationships with key stakeholders including clergy, parish staff 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 adapt to changing and competing priorities;
- 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, general Google applications (eg. Doc, Sheets, Calendar, Slides, etc.) 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.