

POSITION DESCRIPTION



JOB TITLE	Professional Officer - Policy and Professional Standards
JOB TYPE	Part time (20 hours per week)
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
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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 Professional Officer - Policy and Professional Standards will be responsible for providing support and expertise in the areas policy development and implementation of legal and national standards (including child safe standards) 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 role will include:

- Development of policies and procedures to ensure compliance and best practice in the areas of child protection and protection of vulnerable persons;
- Development of resources and materials to communicate policies and procedures to various audiences;
- Working with internal and external stakeholders to ensure compliance with statutory requirements and Diocesan policies and procedures;
- Developing and leading training sessions to support the implementation of policies and procedures
- Undertaking enquiries and investigations in relation to breaches of professional standards;

- Assisting in the processes of managing personnel who have been found to be in breach of the required professional standards.
- Providing advice to leaders in relation to managing challenging behaviours and having challenging conversations with personnel.
- Providing safeguarding support at Diocesan and ministry events;
- Responding to emails in relation to policy enquiries
- Working with agencies and ministries to understand areas that require regulation through policies and procedures;
- Liaising with contractors;
- Providing support to parishes, ministries and agencies in areas relating to professional standards;
- Coordinating projects on behalf of OPSS;
- Other relevant duties, as required.

YOUR RELATIONSHIPS

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

- OPSS Administration Officer;
- Professional Officer - Professional Standards and Safeguarding;
- 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 3 years experience in a relevant role (policy development, human resources, compliance, etc.);
- Relevant tertiary qualifications (human resources, law, 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.