



CATHOLIC DIOCESE
OF ROCKHAMPTON

Diocesan Professional Standards & Safeguarding Manager

Position Description

Position Details

Position Code:	PD107 v1.0
Position Title:	Diocesan Professional Standards & Safeguarding Manager
Employment Type:	Full-time; Permanent
Standard Hours of Work:	38 hours per week
Classification/Remuneration:	Grade E, Diocesan Salaried Officers' Scale \$103,561 to \$118,401pa plus superannuation)
Entity/Location:	170 William Street, Rockhampton QLD 4700
Manager(s):	Professional Standards: reports to Bishop Safeguarding & line management: reports to Director of Diocesan Services
Effective Date:	11 th September 2018

Catholic Diocese of Rockhampton

In proclaiming the mission of Jesus Christ, the Bishop is assisted in his role of sanctification, teaching and governance by the directors of four major vicariates, namely Pastoral, Financial, Education and Care.

Our Vision

“As a community of believers, we live out the call of Baptism through personal faith in Jesus, witnessing together the Good News of the Kingdom”

Our Values

- Church workers are committed to justice and equity
- Church workers uphold the dignity of all people and their right to respect
- Church workers are committed to safe and supportive relationships
- Church workers reach out to those who are poor, alienated or marginalised
- Church workers strive for excellence in all their work

Service given according to these principles is life-enriching for both the providers and recipients. Employees are expected to reflect on and uphold the Christian ethos and values in all relationships and actions.

The Catholic Diocese of Rockhampton seeks to promote and support safe environments for children and vulnerable adults by minimising boundary violations in Diocesan ministries and parishes.

Role Purpose

The Diocesan Professional Standards and Safeguarding Manager will manage the operations of the Professional Standards Office and be responsible to the Bishop for the ongoing management of old and new cases within the Diocese.

The role will support the local Parish Safeguarding Representatives. The role holder will have overall responsibility for the ongoing management of safeguarding complaints and professional standards cases.

Your Department

The Diocesan Professional Standards and Safeguarding Office will ensure compliance with the Safeguarding Children and Vulnerable Adults Policy across all the Diocesan entities and in all parishes. This will be achieved through the provision of induction and education resources and setting up and maintenance of recording systems for parishes and quality control of induction and training.

Key Responsibilities

Professional Standards

- Support and advise the Bishop in the management of boundary violation cases.
- Advise and collaborate with the Bishop's Consultative Panel and the Bishop about appropriate management of all abuse allegations, claims or concerns, including effective communication.
- Attend facilitation and apology sessions as required by the Bishop.
- Establish and manage the Diocesan response to survivors of abuse and manage the support process for respondents, including the establishment of Risk Management Plans and implementation of relevant supports.

Safeguarding

- Lead and coordinate safeguarding practices across all parishes and ministries, including safe recruitment practices.
- Assist in the recruitment of Safeguarding Representatives in parishes.

Safeguarding Children and Vulnerable Adults Committee

- Perform the role of Executive Officer to and support the Safeguarding Children and Vulnerable Adults Committee in its development and direction of the safeguarding strategy, and associated training, resourcing and compliance monitoring.
- Advise the committee and Bishop on matters of safeguarding best practice.

Training & Compliance

- Establish and maintain a system of annual in-service training for all parish employees, volunteers and clergy about safeguarding so that the Diocese's culture of safeguarding children and vulnerable adults is improved and maintained.
- Ensure that appropriate induction procedures are established and adhered to for all Diocesan personnel, including Parish Safeguarding Representatives and international priests.
- Ensure accurate and usable record systems are kept to monitor and report Blue Cards, employee and volunteer declarations and all Diocesan and parish training related to safeguarding.
- Ensure systems and mechanisms exist for parishes to engage in effective self-audit.
- Ensure that the Diocese and parishes are compliant with all State child protection legislation and Catholic Professional Standards Limited standards, when promulgated.
- Work with all Catholic entities operating within the Diocese to ensure compliance with the Diocesan Safeguarding Policy and related policies and ensure clear reporting responsibilities to the Bishop.
- Provide induction and ongoing management and support of Parish Safeguarding Representatives.
- Oversee the Safesys and CASE modules of PAMIS.

Reporting & Supervision

- Provide regular briefings and written monthly management reports to the Bishop.
- Engage in external professional supervision for case management matters as approved by the line manager.
- Engage in professional supervision with the Chair of the Diocesan Safeguarding Children and Vulnerable Adults Committee.
- Engage in spiritual supervision for personal well-being as approved by the line manager.

Safeguarding & Professional Standards Office

- Manage the operations of the Professional Standards Office.
- Supervise the Safeguarding and Pastoral Response Coordinator and other staff, if applicable, ensuring the timely and accurate processing of permission applications, Working With Children Checks, Australian Catholic Migrant & Refugee applications, and the provision of pastoral support.

Key Performance Indicators

1. Establishment and maintenance of a system of annual in-service training for all parish employees, volunteers and clergy about safeguarding so that the Diocese's culture of safeguarding children and vulnerable adults is improved and maintained.
2. Establishment and management of the Diocese's response to survivors of abuse and the support process for respondents, including the establishment of Risk Management Plans and implementation of relevant supports.
3. Diocese and parish compliance with child protection legislation and standards.
4. Establishment and adherence to appropriate induction procedures for all Diocesan personnel, including Parish Safeguarding Representatives and international priests.
5. Accuracy and completeness of systems to monitor and report Blue Cards, employee and volunteer declarations and all Diocesan and parish training related to safeguarding.
6. Currency and accuracy of systems and mechanisms for parishes to engage in effective self-audit.
7. Induction and ongoing management and support of Parish Safeguarding Representatives.

Role Requirements

Qualifications, Experience and Requirements

- Qualifications in justice, social work or pastoral ministry desirable.
- Knowledge of all of the policies of government and Catholic Church in relation to Child Protection highly desirable.
- Comply with all current and potential Policy and Codes of Conduct relevant to employees of the Catholic Diocese of Rockhampton.
- Complete a Declaration Form for Employees and Volunteers working with Children & Vulnerable Adults.
- Undertake travel throughout the Diocese as required to fulfil the requirements of the position.
- Hold a C-class driver's licence or equivalent.
- Work flexibly including outside of office hours to meet the requirements of the role.
- As an employee of the Catholic Diocese of Rockhampton you must not at any time during or subsequent to your period of employment, disclose any information concerning the business affairs, or property of the Catholic Diocese of Rockhampton to any third party unless pre-approved by the Bishop or required by law.
- Active participant in the Catholic Church community and/or lifestyle compatible with the values and teachings of the Church.
- Thorough knowledge of and commitment to the Diocesan Vision Statement and Values.
- Knowledge of and commitment to Catholic Social Teachings.
- Information technology and social media literacy.
- Possess or have a willingness to undertake a Queensland Working with Children (Blue Card) Check and AFP National Police Check or willingness to undertake prior to commencing employment.
- Current motor vehicle driver's licence.

Key Relationships

- Liaise with the Child Protection Office of Centacare CQ to share best practice.
- Liaise with the Child Protection Officer of the Diocesan Catholic Education Office to share best practice.
- Liaise with the Diocesan Human Resource Manager to assist with compliance matters for employees and volunteers.

About the Role

Authorisations

This position has the authority to:

- Authorise expenditure in accordance with approved budgets or Director of Diocesan Services authorisation up to \$2,000 per item of expenditure

Budget Accountability: \$Nil

Authority to approve expenditure outside of approved budget without further approval: \$Nil

Organisational Duties and Responsibilities

Policies and Codes of Conduct

Comply with all current and potential policies and codes of conduct applicable to Catholic Diocese of Rockhampton personnel.

Work Health and Safety

- Take reasonable care for your own health and safety.
- Take reasonable care that your acts or omissions do not adversely affect the health and safety of others.
- Comply, as far as you are reasonably able, with any reasonable instruction.
- Observe all approved policies and/or procedures.
- Ensure timely and accurate reporting of all incidents and hazards.
- Attend WHS training.

Public Relations

- Promote a positive image of the Church at all times through professional standards of personal presentation and courteous, respectful behaviour.

Key Selection Criteria

1. Capacity to work with and enthusiastically uphold the values and teachings of the Catholic Church.
2. Communication and interpersonal skills including:
 - Negotiation, influencing, mediation, counselling, presentation and conflict resolution skills;
 - Written communication skills in report writing and other document production;
 - Public speaking ability and experience in facilitating small group information and training sessions.
3. Demonstrated knowledge and ability in the management of issues involving the law.
4. Experience in achieving and maintaining compliance with significant government and/or organisation policies, especially those pertaining to the protection of children and vulnerable adults.
5. Demonstrated understanding and management of issues associated with cultural change.
6. Demonstrated skills in working independently and as part of a team.
7. Demonstrated capacity to identify and keep relevant stakeholders informed.