



## Information Pack

# Professional Standards and Safeguarding Officer

Catholic Diocese of Wagga Wagga

Closing date: Tuesday 5 December 2017

# Professional Standards and Safeguarding Officer

## Catholic Diocese of Wagga Wagga

### 1. The Organisation

The Catholic Diocese of Wagga Wagga is a rural diocese situated in the Riverina area of New South Wales. The diocese extends through Junee, Coolamon and Ganmain to Griffith in the north-west down to Tocumwal on the Murray River, east through Albury up to Khancoban and back through Tumbarumba and Tarcutta to Wagga Wagga, where the Cathedral is situated. Home to more 63,000 Catholics, the diocese comprises 31 primary and secondary Catholic schools and 31 parishes. It also has a Centacare which services Southwest New South Wales.

The diocese now wishes to appoint a Professional Standards and Safeguarding Officer.

### 2. The Diocese of Wagga Wagga

The Diocese of Wagga Wagga upholds that:

- All people are created in the image and likeness of God and are endowed, in their nature, with certain inalienable rights for their own good and that of humanity
- Jesus Christ, through the scriptures, tradition and teaching authority of the Church instructs us about the dignity and infinite value of every human being, especially children, young persons and those who are vulnerable
- Children, young persons and those who are vulnerable have the right to safety and to be protected from any kind of conduct that causes harm
- Persons involved in situations where harmful conduct is alleged should be treated with sensitivity, dignity, honesty and respect.

The Diocese of Wagga Wagga therefore aims to:

- Protect and support all children, young persons and vulnerable adults in the care of parishes and agencies operating under the auspices of the Diocese of Wagga Wagga from psychological, physical or sexual abuse or exploitation.
- Ensure that any allegation of abuse or exploitation is appropriately managed in accordance with current legislation and in keeping with the social teachings of the Catholic Church.

### 3. The Role

Reporting to the Bishop or his delegate, the Professional Standards and Safeguarding Officer is responsible for the following:

- Driving cultural change across the Diocese of Wagga Wagga to ensure that processes, activities and structures incorporate best practice in the science of safeguarding
- Developing and leading the implementation of policies related to the safeguarding of children and vulnerable adults across the Diocese
- Establishing a Diocesan process to ensure compliance with policy through the provision of induction, education and training
- Establishing and ensuring the maintenance of recording and reporting systems for the Diocese
- Having overall responsibility for the on-going management of safeguarding complaints and work with those with pastoral responsibilities to ensure best practice
- Working actively with the Diocesan Safeguarding Committee and providing advice to the Head of Agency accordingly.

This role requires a level of compassion that provides for the protection and support of all children, young persons and vulnerable adults under the care of parishes and their schools and entities operating under the auspices of the Diocese of Wagga Wagga. The role ensures that any allegation of abuse is appropriately managed in accordance with current legislation and in keeping with the pastoral teachings of the Catholic Church. This role also develops and facilitates the effective delivery of services, programs education and/or events to staff, clergy and volunteers across the Wagga Wagga Diocese.

A thorough understanding of investigation process and procedural fairness for those reporting abuse and for those against whom allegations have been raised is an inherent requirement for the role.

The Officer will work closely with the key leaders of the Diocese through their safeguarding and child protection officers in developing, implementing and amending as necessary, the policy, strategy and practices of the Diocese and its Agencies. This is to ensure that current and future child safety responsibilities of the Diocese are compliant.

#### 4. Conditions of Appointment

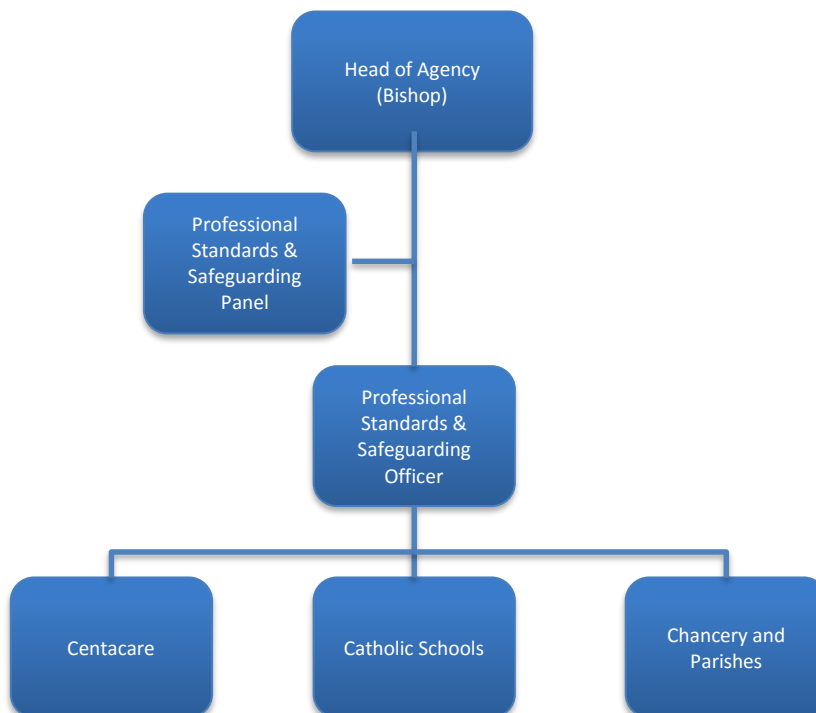
This is a Permanent Fulltime appointment – 35 hpw.

#### 5. Position Location

This role is located at McAlroy House, 205 Tarcutta Street, Wagga Wagga.

#### 6. Organisation Chart

This organisation structure for Professional Standards and Safeguarding reporting is as follows:



## 7. Selection Criteria

You are required to address each of the selection criteria listed below in a separate written statement of no more than 2-3 pages. Your suitability for the position will be assessed against the following criteria:

1. A demonstrated commitment to the ethos and values of the Catholic Church;
2. Demonstrated experience in a similar role or in a field with readily transferable knowledge and skills (e.g. child protection, child advocacy, or investigations experience in human resources or criminal law);
3. Tertiary qualifications in a discipline relevant to the role (e.g. legal, policing, communications, psychology, social welfare, employment/industrial relations) or extensive relevant industry experience;
4. Demonstrated experience leading and managing people and working as a co-leader in a large multi-disciplinary organisation;
5. Demonstrated exposure to work in a highly regulated environment, involving complex considerations and offering compliance advice and risk-based solutions;
6. Have undertaken case management and conducted investigations and inquiries and the implementation of subsequent recommendations and outcomes;
7. A current NSW Driver's Licence.

## 8. Remuneration

1. Salary and Conditions: Level 7/3: \$102,033.09 pa in accordance with the Diocese of Wagga Wagga 2009, General Terms of Employment
2. Leave: 4 weeks annual leave; ex gratia paid leave between Christmas and New Year
3. Superannuation of 9.5% paid in addition to the above salary.
4. A motor vehicle, from a pool of cars, is provided for work use.
5. Salary Packaging: employees may elect to take their remuneration as a combination of cash salary and benefits as outlined in the Diocese of Wagga Wagga Salary Packaging Employee Information Guide.
6. Applicants who are successful in gaining an interview will receive an interview travel allowance.

## 9. Employment Screening

The successful candidate will have a verified Working with Children Check and a National Criminal History Record Check.

## 10. Further Information

For further information about the Catholic Diocese of Wagga Wagga go to [www.wagga.catholic.org.au](http://www.wagga.catholic.org.au)

Please contact Julie Price at [pricej@ww.catholic.edu.au](mailto:pricej@ww.catholic.edu.au) or on mobile 0428 106070 for further information about the role.

## 11.How to Apply

You should submit the following documents as your application for this position:

1. Cover Letter
2. Statement (of no more than 2-3 pages) which addresses the Selection Criteria in section 7 above.
3. Resume

**Applications are to be emailed to:**

[pricej@ww.catholic.edu.au](mailto:pricej@ww.catholic.edu.au)

## 12.Closing Date

Applications close **Tuesday 5 December 2017.**

## 13.Position Description

The position description for the role of Professional Standards and Safeguarding Officer is **attached.**