



DIOCESE OF WAGGA WAGGA

ROLE DESCRIPTION

Position Details:

Employee Name:		Position Title:	Safeguarding and Professional Standards Officer
Supervisor's Name:		Supervisor's Position Title:	Bishop or his Delegate
Agency:	Chancery		

Employment Type:

Permanent Full Time – 35 hpw

Primary Objectives.

The position of Professional Standards and Safeguarding Officer exists to promote a safe environment within the Catholic Church for children, young persons and vulnerable adults. More specifically, the position exists;

- To drive cultural change across the Diocese of Wagga Wagga to ensure that processes, activities and structures incorporate best practice in safeguarding.
- To protect and support all children, young persons and vulnerable adults under the care of parishes and agencies operating under the auspice of the Diocese of Wagga Wagga from psychological, physical or sexual abuse or exploitation.
- To foster a “whole of diocese” approach to safeguarding across every area of activity in the Diocese of Wagga Wagga.
- To 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.
- To develop and facilitate the effective delivery of services, programs education and or events to staff, clergy and volunteers, within the Diocese of Wagga Wagga.

Major Accountabilities of Position

Display and promote the type of leadership that will actively influence a *safeguarding culture* across the Diocese that protects and supports all children, young persons and vulnerable adults by

- Ensuring compliance with legislation and Diocesan policies in the management and delivery of education and programmes.
- Ensure national training standards are met, in meeting the requirements of Catholic Professional Standards Limited
- Ensure the induction and regular safeguarding training of clergy, employees, volunteers and safeguarding representatives
- Make referrals to the Police, Children’s Guardian, Ombudsman, Department of Youth and Community Services, and other organisations as appropriate.
- Oversee the support given in the Church Agencies and parishes to children and families making allegations of abuse during the process of investigation and developing a proactive approach to victim support.
- Monitor the support and supervision of clergy, religious, employees and volunteers against whom allegations of abuse or grooming have been made while the process of investigation is conducted and result determined in civil and church environments.
- Establish and compile a written monthly report on matters and the work and accomplishments of the office
- Exercise discretion and maintain confidentiality in dealing with sensitive and high level issues.
- Ensure any investigations or subsequent disciplinary action are undertaken with the support of Employee Services or CCER to mitigate chances of unfair dismissal or adverse action claims due to an absence of the correct legal procedural processes
- Oversight of the Working with Children Checks and National Police Checks



DIOCESE OF WAGGA WAGGA

Position Knowledge / Qualification Requirements / Skills Required

- A demonstrated commitment to the ethos and values of the Catholic Church.
- Qualifications in Law, Psychology, Human Resource or other related discipline and/or equivalent experience at a senior management level. Presentation / education / event management qualifications or experience.
- Demonstrated strong leadership and interpersonal skills with clergy, managers, staff, clients, parishes, agencies and other faith communities within the diocese which provides a quality client-focused Safeguarding service.
- Demonstrated knowledge in child protection and complex case management.
- Advanced skills in Microsoft Office and the ability to produce written papers to an audience at senior management level.
- Knowledge of all related legislation with a high level of experience in the practice of the relevant legislation, and legal processes.
- Experience in having undertaken case management and conducted investigations and inquiries and the implementation of subsequent recommendations and outcomes
- Experience in policy development, implementation, education and training presentations.
- Developed interviewing techniques that suit young and or vulnerable people.
- Demonstrated ability in policy development, implementation and education.
- Possession of a valid Working With Children Check, National Criminal History Check.

Relationships / Interactions

- Bishop and Vicar-General or Delegate (in the absence of the Bishop).
- On a day-to-day basis report to and take direction from the Diocesan Business Manager for administrative matters
- Agencies including the Director and staff of the Catholic Schools Office, CEO and staff of Centacare and other staff of the Diocese
- Diocesan Clergy, Office of the Bishop, Vianney Seminary, and other committees as deemed appropriate, Parishes and other faith communities of the Diocese, Government Agencies, Catholic Church Insurance.
- People in similar positions in other diocese

Authority Levels / Budget / Freedom to Act / Expenditure Limits / Decision Making

Engage contractors and services where applicable in consultation with the Diocesan Business Manager
Oversee the Safeguarding Office budget

KEY RESPONSIBILITIES	
Leadership	<ul style="list-style-type: none"> • Influentially lead and promote a positive organisational culture that fosters and supports the mission of the Catholic Church and Diocese. • Promote awareness, understanding and cultural change to ensure an environment of safety and protection for children and vulnerable adults, in accordance with diocesan policies, procedures and all associated current legislation. • Work collaboratively with other senior leaders within the Diocese. • Maintain effective relationships with clients, parishes and other faith communities of the Diocese, including clergy, agencies and religious organisations, committees and committees.



DIOCESE OF WAGGA WAGGA

Management	<ul style="list-style-type: none"> Effectively and efficiently manage the Diocesan Safeguarding processes to ensure reliable, robust and secure provision of policy development, education programs, events and other Safeguarding activities. Plan, develop, organise and guide the Safeguarding activities in accordance with accepted industry standards, legislation and in line with Diocesan policies and procedures. Provide appropriate and objective advice, effective planning and sound management in the areas of professional standards, compliance, complaint handling, investigations and the Diocesan response to outcomes of the Royal Commission. Develop, implement and monitor the Safeguarding Strategic and Operational Plan. Communicate and interact with openness, consistency and honesty, value others opinions and listen to their concerns. Manage and maintain positive and effective professional relationships with relevant external parties such as Government Agencies and other Catholic dioceses and Safeguarding and Professional Standards personnel. Conduct Safeguarding audits. All other duties as requested
Services	<ul style="list-style-type: none"> Manage, develop, implement, deliver and evaluate suitable presentations and education programs and activities to the following audiences: Clergy, staff of all diocesan agencies, parishes, volunteers and other faith communities within the diocese and its agencies. Create safe and supportive service environments where children and vulnerable adults can receive services and participate in activities essential to their development and well-being. Develop and implement systems that identify and prevent disqualified people from working in child-related areas. Review and implement audit procedures supportive of safe environments. Develop and support parishes and agencies to implement risk management strategies Ongoing planning, commitment and maintenance of safe environments across the diocese.
Policy & Procedures	<ul style="list-style-type: none"> In consultation with the Safeguarding Committee develop and implement appropriate standard policies and procedures for all Safeguarding activities. Ensure that all Safeguarding services, policies and procedures are maintained and implemented ensuring all documentation is written for the 'end user.'
Work Health & Safety	<ul style="list-style-type: none"> Follow and support the diocese's Work Health & Safety Guidelines. Report workplace hazards. Follow and assist in developing safe work procedures for new work. Attend all Work Health & Safety training as organised by the Diocese or parish. Not engage in risky, hazardous, or unsafe work practices, which may endanger the safety of oneself and others.
Professional Self-Development	<ul style="list-style-type: none"> Keep abreast of developments in areas of expertise. Attend prescribed training to maintain skills.



DIOCESE OF WAGGA WAGGA

<p>Performance Measures</p>	<ul style="list-style-type: none">• Feedback from across the diocese indicates that an awareness, understanding and cultural change ensuring an environment of safety and protection for children and vulnerable adults, in accordance with the policies, principles and guidelines of the Australian Catholic Bishops Conference (ACBC) exists.• The performance of the Professional Standards and Safeguarding Officer will be assessed having regard to:<ul style="list-style-type: none">➤ Successful outcomes of the major responsibilities of the role.➤ Achievement of the agreed objectives of any work plans.➤ Service levels and the level of satisfaction expressed by key stakeholders in respect of the individual performance of the Professional Standards and Safeguarding Officer and the collective performance of the Office for Chancery Services.
------------------------------------	---