

POSITION DESCRIPTION

GENERAL SECRETARIAT

POSITION TITLE	: Executive Secretary for Liturgy
REMUNERATION SCALE	: Grade 6
REPORTS TO	: General Secretary Australian Catholic Bishops Conference
FULL TIME EQUIVALENT	: 0.6 EFT
HOURS PER WEEK	: 22.5
LOCATION	: Negotiable
AUTHORISED BY	: The Chairman Bishops Commission for Liturgy
DATE	: 23 March 2023

Primary Objectives

The Executive Secretary for Liturgy will provide secretariat support to the Bishops Commission for Liturgy (BCL) which nationally addresses issues related to the mandate for that commission and its advisory bodies. The Executive Secretary will work in collaboration with Executive Secretaries of other Bishops Commissions to assist in fulfilling the aims of the BCL and the Australian Catholic Bishops Conference (the Conference). The advisory bodies of the BCL are the National Liturgical Architecture and Art Council, the National Liturgical Council and the National Liturgical Music Council.

Major Accountabilities

Uphold, in consultation with key stakeholders, the mandate and operating principles of the BCL and its advisory bodies, for the approval and adoption of the Conference.

Provide secretariat support to the BCL and its advisory bodies through timely and relevant meeting agenda papers, reports and minutes.

Coordinate planning of the works of the BCL in consultation with key stakeholders to ensure achievable workflows.

Manage the finances of the BCL by good stewardship of budget funds and by adhering to approved expenditure budgets.

Develop and maintain effective working relationships with agencies of the Conference and external Catholic entities such as the International Commission on English in the Liturgy and those engaged in the liturgical apostolate across the Church in Australia, that can contribute to the work of the BCL and its advisory bodies.

Prepare liturgical celebrations associated with the biannual Plenary meeting of the Conference.

Undertake and manage projects that the BCL approves.

Organisational Environment

The BCL has a mandate approved by the Australian Catholic Bishops Conference to nationally address specific issues related to the particular focus of this Commission. A statement of these mandates can be found on the Australian Catholic Bishops Conference website, www.catholic.au.

The Australian Catholic Bishops Conference has established the General Secretariat to provide administrative support to, and undertake the work of each of the bishops commissions and their advisory bodies in accordance with their mandates, and to liaise with those advisory bodies of other bishops commissions that have an advisory competency.

The Executive Secretary has the responsibility of providing secretariat support to the BCL.

Risk and Work Health and Safety

Observe safe work practices in accordance with training and instruction given and report any risk to your immediate supervisor. Risks arising in the workplace may be financial, site, task or person specific or related to safety.

Comply with Conference's corporate work health and safety practices

Identify, report and, where appropriate, action risks/hazards in order to eliminate or mitigate against the risk recurring.

Participate in the consultative processes provided by the organisation.

Safeguarding

To the extent that it applies to this position:

Comply with best practice for safeguarding of children and adults at risk in accordance with established laws, standards and organisation procedures.

Promote and implement safeguarding training (including induction and ongoing training), safeguarding practices and record-keeping within the agency.

Key Communications

The Chairman and members of the BCL: to maximise secretariat support and the conduct of projects as defined by the nominated bishops commission

The General Secretary: for direction and advice as required

The Office of the Chief Operating Officer: to ensure a cost effective and efficient provision of financial systems and controls, and executive and administrative support

Other Executive Secretaries: to ensure a team approach to the efficient and effective provision of secretariat support to the nominated bishops commission

Other Australian Catholic Bishops Conference Agencies, Catholic advisory bodies and external organisations: to coordinate the provision of effective advice

Ecclesial movements: to promote an active national network of lay organisations

Counterparts in other English-speaking Conferences: for collaboration, information and sharing of learnings

Accountability (Independence and Influence)

The Executive Secretary will make all decisions about the day to day operations of the BCL that fall within established policies and procedures.

The Executive Secretary will consult with the General Secretary before making a decision about the operations of the BCL and their advisory bodies that are outside established policies and procedures. The Executive Secretary will consult with other agency heads, particularly the Chief Operating Officer and the Media and Communications Director where decisions require their particular competencies.

The Executive Secretary will refer all decisions that would change the established structure of the BCL or their advisory bodies, or that relate to the mandate of the Commission to the Chairman of the BCL.

Job Environment

The Executive Secretary, in consultation with the Chairman of the BCL, sets organisational objectives and determines policies and strategies which have a service-wide effect.

Reasoning

The Executive Secretary is required to make decisions that are aligned with the mandate of the BCL and reflect the work of associated advisory bodies. The Executive Secretary is required to present recommendations based on analysis, interpretation and evaluation of alternative courses of action.

Challenges

The Executive Secretary will be challenged by the need to both maintain and develop the operations of the BCL and its advisory bodies, while at the same time upholding the mandates of the Commission and its advisory bodies.

Knowledge, Skills and Experience

An understanding of and a commitment to promote the principles of Catholic Social Teaching and Gospel values within the workplace

Strong awareness and understanding of the issues associated with all aspects of Liturgy and liturgical practices which impact the participation of the faithful in the life of the Church

Strong awareness and understanding of the political, social, demographic, theological and moral issues concerning the life and mission of the Church in Australia

Demonstrated experience in working independently with minimal supervision and in working within a defined expenditure budget

Demonstrated experience in successfully working collaboratively within large and small teams

Proven ability in planning, designing, leading and undertaking project work

Excellent electronic, oral and written communication skills, and demonstrated experience in the use of the Microsoft Windows operating environment and the Microsoft Office software suite

Tertiary qualification in liturgy or equivalent experience in a relevant discipline

Australian Catholic Bishops Conference

An understanding of the Church structures, relationships and organisational attributes of pastoral life and ministry

Position Impact

The Executive Secretary is responsible for an annual budget of approximately \$200k with respect to both the financial governance and compliance requirements associated with administering these funds. The General Secretariat will provide the Executive Secretary with administrative and executive support.