



## POSITION DESCRIPTION

<b>POSITION TITLE</b>	Diocesan Safeguarding Coordinator (DSC)
<b>REPORTS TO:</b>	Executive Manager, Professional Standards and Safeguarding Office (PSSO)
<b>REPORTING TO THIS POSITION:</b>	N/A
<b>AGENCY:</b>	Diocesan Wide
<b>DEPARTMENTS:</b>	Diocesan Wide
<b>CLASSIFICATION:</b>	Grade E

### APPROVED BY:

<b>Name:</b> Andrea Fogarty	<b>Approval Date:</b> 31.05.2023
<b>Position:</b> Chief Operating officer	

## 1. CATHOLIC DIOCESE OF CAIRNS

The Roman Catholic Trust Corporation for the Diocese of Cairns ("RCTC") is incorporated pursuant to letters patent issued under the Religious, Educational and Charitable Institutions Act 1861. The RCTC's purpose is to carry out the mission and objects of the Catholic Diocese of Cairns ("Diocese").

Geographically, the Diocese serves Far North Queensland, extending from Cardwell to the Torres Strait, and west to the Northern Territory border. The Diocese has 23 parishes and is responsible for the provision of a range of regional services under the pastoral care and leadership of the Bishop of Cairns. Services provided by the Diocese include education, welfare, childcare, pastoral care, outreach and other central services. The Diocese also has other connections with various ministries and Catholic groups within the Diocese.

The Bishop has executive power over the Diocese which he exercises personally and through his delegates.

## 2. YOUR AGENCY / DEPARTMENTS

This role is a Diocesan wide role covering all aspects of safeguarding of children and adults at risk within the Cairns Diocese. The role reports to the Executive Manager Professional Standards and Safeguarding Office (PSSO), The PSSO is a satellite office servicing all Diocesan activities. Catholic Education Diocese of Cairns, CELC and Centacare FNQ have dedicated staff that oversee safeguarding practices relevant to their specific operations, therefore, the role of the DSC will be consultative in relation to these agencies. In all other areas of the Diocese including other agencies, all parishes, ministries and church activities (**accountable areas and operations**), the DSC will play a lead role in the safeguarding of children and adults at risk.

## 3. MAIN PURPOSE OF THIS ROLE

The Diocese seeks to promote and support safe service environments for children and adults at risk providing the necessary policies and support processes and systems, to everyone involved in church activities throughout the Diocese of Cairns. The DSC will lead the implementation of the Diocesan Safeguarding policy and the National Catholic Safeguarding Standards and report on evidence to comply with the Standards across the Diocese. This will be achieved (will ensure compliance with the policies) through the provision of induction and education resources and setting up and oversight (maintenance) of recording systems, and quality control of recruitment, induction, training

along with the coordination and successful completion of the Diocesan National Safeguarding Standards Auditing process to be completed in 2024.

The DSC will also lead a Diocesan Safeguarding Reform Agenda which seeks to fully implement the NCSS encompassing adults-at-risk bringing into focus such agencies as (liaise/consult with) CES, CELC and Centacare. (On matters relevant to all aspects of safeguarding of children and vulnerable adults in the Diocese as required.)

#### 4. POSITION REQUIREMENTS

1. Tertiary qualifications and/or significant experience in child protection, justice, regulatory and compliance fields and community engagement
2. Demonstrated knowledge of child protection legislation, Human Rights Act and associated laws, for the protection of children and vulnerable persons.
3. Ability to demonstrate integrity, strict confidentiality and sensitivity.
4. Experience in developing, delivering and reviewing, training and group presentations in various formats.
5. Demonstrated ability to interpret and apply legislation, standards, policies and procedures.
6. High level communication and relationship building skills with an ability to engage with a diverse range of stakeholders, from clergy, parishes, volunteers, and other diocesan agencies, entities and ministries.
7. Proficient information management and technology skills.
8. Ability to work autonomously with well-developed organisational, time management and administrative skills while also being able to work effectively as part of a team.
9. As a genuine occupational requirement, the successful applicant will require a willingness to embrace the Catholic ethos.
10. Vaccination Requirements (COVID-19): It is a mandatory condition of employment for this role for the incumbent to have the prescribed number of doses of a COVID 19 vaccine approved for use in Australia by the Therapeutic Goods Administration. Evidence of vaccination will be required prior to commencement.
11. A valid Positive Notice Blue Card– No Card, No Start laws apply.
12. Current open unrestricted Driver's Licence and ability to drive.
13. Suitable Police Certificate.
14. Ability to travel and work outside of ordinary hours including week nights and weekends.

Desirable:

15. Understanding of parish life and knowledge of Catholic Theology, ceremony and the sacraments.
16. Knowledge of all government and Catholic Church policies, in relation to Child Protection.
17. Experience in accreditation processes, and implementation of quality systems including; coordinating internal audits, preparing relevant documentation and quality improvement plans.

#### 5. CORE COMPETENCIES & INTERPERSONAL SKILLS

In addition to specific knowledge and skills required for the position, the position will demonstrate the following personal and interpersonal skills in the course of their duties:

- Demonstrated high level of effective interpersonal and written communication skills.
- Demonstrated ability in the management of issues involving the law.
- Experience in achieving and maintaining compliance with government or organisation policies.
- Discreet and able to maintain personal confidences
- Demonstrated initiative (e.g. coping with unexpected work situations and conflicting priorities)

- Demonstrated skills in working independently and as part of a team and the ability to identify and keep relevant stakeholders informed.
- Empathy with people's concerns
- Time management – identifying which tasks take priority
- Speed and accuracy in work habits so deadlines can be met
- Mature outlook and ability to work under limited supervision
- Undertake travel throughout the Diocese as required by the responsibilities of the position.
- Active participant in the church community or a lifestyle compatible with the values and teachings of the Catholic Church.
- Maintain confidentiality - As an employee of the Catholic Diocese of Cairns 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 Cairns to any third party unless pre-approved by the Bishop or required by law.

## 6. ORGANISATIONAL DUTIES AND RESPONSIBILITIES

### Safeguarding Standards

- The Diocese of Cairns has standards of conduct for workers to maintain a safe and healthy environment for children. Our commitment to these standards requires that we conduct working with children checks and background referencing for all persons who will engage in direct and regular involvement with children and young people (0 - 18 years) and/or vulnerable adults. The organisation is fully committed to child safety and has a zero-tolerance to abuse of children or vulnerable adults.

### Workplace 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, so far as you are reasonably able, with any reasonable instruction.
- Co-operate with any reasonable policy or procedure.
- Ensure timely and accurate reporting of all incidents and hazards.
- Attend WHS training as directed.

### Public Relations

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

## 7. PRIMARY DUTIES AND RESPONSIBILITIES OF THIS ROLE

The primary duties and responsibilities of the Safeguarding Coordinator are as follows:

### Strategic Management

- Implement the National Catholic Safeguarding Standards. Such implementations will involve travel requirements, on occasion to remote deaneries within the Diocese of Cairns and may include evening and weekend work responsibilities.
- Develop and maintain the Safeguarding Operational Plan to achieve National Catholic Safeguarding Standards compliance.
- Stay informed on contemporary practice and resources related to Child Protection legislation, issues and professional practice.
- Provision of safeguarding advice to management and Parishes of the Diocese.

- Consciously create a workplace culture consistent with Diocesan objectives and safeguarding best practice.
- Work collaboratively with all Diocesan divisions.
- Complete Quarterly reporting relating to Diocesan Safeguarding including updates in relation to Key Performance Indicators and entity status relating to Safeguarding Audits.

### **Inductions and Training**

- Induct, support and train Clergy, Staff and Volunteer Parish Safeguarding Representatives.
- Lead the development and delivery of Volunteer Safeguarding induction in various formats, ensuring content is appropriate for the training recipient.
- Manage the development and implementation of online Safeguarding resources and training modules.
- Lead the development and review of quality documents associated with the position.
- Liaise with the Diocesan Work Health and Safety Manager and Human Resources Department to assist with the registration of training and relevant compliance matters.

### **Audit and Compliance**

- Lead and maintain an Audit Schedule compliant with National Catholic Safeguarding Standards and relevant policy and legislation.
- Develop and maintain an audit system and support parish staff to undertake internal self-audits in Safeguarding.
- Provide practical advice and ‘hands-on’ assistance to achieve compliance with National Catholic Safeguarding Standards.
- Escalate notifiable or high-level concerns to the Executive Manager as soon as practicable.
- Support parishes to achieve volunteer engagement and willingness to achieve compliance requirements including timely completion of volunteer registration forms, Blue Card and Police Check applications and Covid-19 vaccination requirements.
- Work in collaboration with the Diocesan Human Resources Department to ensure compliance with Volunteer registers, Blue Cards, Police Checks and Covid-19 vaccination requirements.

### **Parish Engagement**

- Support parishes to initiate and implement activities and events that promote awareness of Safeguarding.
- Conduct face-to-face consultation and engagement with stakeholders with intent to promote positive attitudes towards safeguarding best practice.
- Working with the existing Safeguarding Coordinator to establish key partnerships and represent the Diocese at local professional networks, events, conferences, and seminars.
- Identify stakeholder issues and recommend strategies to respond, prevent complaints and minimise breach of safeguarding practices.

### **Evaluation and Continuous Improvement**

- Maintain records and compile statistics accurately and in a format suitable for the preparation of reports.
- Identify and provide regular feedback to the line manager with regards to relevant issues, trends, gaps and performance within the organisation.
- Participate and prepare for supervision and annual appraisal meetings.
- Participate in and contribute to team meetings, training and planning activities, service evaluation and quality assurance activities.
- Achieve key performance indicators outlined within the PSSO Business Plans.

Undertake other duties as directed by those authorised to give such direction, within the scope of expertise and training.

## **8. KEY RELATIONSHIPS**

### **External**

Religious Congregations

### **Internal**

Bishop of Cairns

Australian Catholic Safeguarding Limited.  
Queensland Professional Standards Office  
Queensland Police Service Child Protection Unit (CPIU)  
The Provincial Safeguarding Network.

Advisory Boards  
Diocesan Clergy & Religious  
All Diocesan Agency Staff  
Parish Staff

## 9. KEY PERFORMANCE INDICATORS

- Work plan objectives attached to the position are met.
- Positive feedback is received on the quality of your work.
- Maintain the highest standards of confidentiality and ethical behaviour.
- Adherence to diocesan policies and procedures specific and relevant to the role.
- Compliance with Work Health and Safety Policy and Procedures and instructions provided in respect to the Health and Safety of yourself and other persons.

## 10. DECISION MAKING / AUTHORITY LEVEL

Budget Accountability: As per annual approved budget as advised

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

This position also has the authority to:

- To cease any work being undertaken on unsafe grounds (if a life threatening or serious situation exists).

This position also has:

- Access to sensitive information as approved

## 11. ADDITIONAL REQUIREMENTS

- A commitment to the mission and objectives of the Catholic Diocese of Cairns.
- Physical requirements of the position:
  - Work generally performed in an office setting
  - Work is performed across Diocesan sites and facilities
  - Manoeuvring within an office setting
  - Frequent use of telecommunication and electronic equipment
  - Use of a motor vehicle for travel

## 12. EMPLOYEE ACCEPTANCE

Statements included in this description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive. All employees are required to carry out all duties in accordance with policies and procedures of the Catholic Diocese of Cairns, and relevant agreements and to act at all times with integrity and professionalism.

I note that Position Descriptions are under periodic review, and may be changed, after consultation, at any time. I have read this Position Description and agree to carry out the duties and responsibilities as outlined above.

---

**Signed**

---

**Date**