1. **POSITION DESCRIPTION**

Position Title: Chief Advisor: Policy and External Engagement

Department: Office of the Archbishop

Location: East Melbourne

Employment Status: Permanent, full time

Reports to: Archbishop of Melbourne

Number of direct reports: 1

Total team members: 2

1. **POSITION PURPOSE**

The Chief Advisor is a senior leadership role that supports the Archbishop of Melbourne in fulfilling his mission and vision for the Catholic Church in Melbourne and beyond.

As part of the executive leadership team of the Archdiocese of Melbourne, the Chief Advisor is fundamental in writing, commenting and propagating the Archbishop’s vision, building external relations, speaking on matters of the day, and reviewing and attending to existing and proposed public policy.

The Chief Advisor is part of a small team in the Archbishop’s Office, has an extensive understanding and appreciate for the Church in Australia, is a committed and loyal individuals and thrives on evolving priorities and tight deadlines.

1. **ORGANISATIONAL DESCRIPTION**

Presided over by the Archbishop of Melbourne, the Archdiocese comprises around 1.1 million Catholics, and is the largest Archdiocese in Australia with a wide variety of people, cultures and ministries, providing services and support including pastoral, educational, social welfare and administrative support.

Under the guidance of four key priorities outlined by the Archbishop, the works and activities of the Archdiocese are oriented towards a missionary focus to address the ongoing needs of: Local Communities; Families; Youth and Young Adults; and the Poor and the Broken.

This is achieved through a pro-active engagement in the sharing of Mission; a reaching out in Gospel boldness; operating in an agile and responsive mindset; identifying and embracing what is fruit bearing in our works; understanding the outward focus and call of being missionary disciples; and being mindful of good stewarding in terms of time, talent and gifts.

1. **KEY ACCOUNTABILITIES**

**POLICY**

* **Research and analyse** public policy issues (both existing and proposed), including evaluating relevant data, to inform the development of government submissions and executive briefing materials; and to strategical approach advocacy and proposed policy positions for the Church in Melbourne where determined;
* **Prepare briefings and policy analysis** for the Archbishop, as necessary, in the support and preparation for policy-related engagement;
* **Provide strategic counsel** to Executive Leaders and key Archdiocesan personnel including development of messaging;
* **Lead** substantial work items and projects on a broad range of issues.

**EXTERNAL ENGAGEMENT**

* **Provide strategic leadership** to the Archbishop overseeing and executing sensitive and complex communications and engagement strategies for the Archbishop as the public face of the Catholic Church in the community of Melbourne;
* **Assisting with shaping the Archbishop’s vision** and strategy and focus areas by staying informed priorities and challenges;
* **Lead the development of a stakeholder and engagement strategy;**
* **Develop strong and respectful relationships** with key stakeholders in Church and civic environments including peak Church bodies; ecumenical and interfaith leaders; and State and National government bodies - to identify, nurture and build mutually beneficial opportunities;
* **Develop a program of strategic liaison meetings** for the Archbishop with significant stakeholders to effectively manage relationships with external contacts;
* **Lead on the establishment of standards and processes for stakeholder engagement and relationship building** for all teams across the Archdiocese to ensure consistency of approach;
* **Attend and contribute** to Church, Government and stakeholder forums and negotiations affecting the Archdiocese of Melbourne including through the preparation of submissions and other correspondence.

**MEDIA**

* **Media Relations:** Strategically & proactivelydevelop and maintain excellent relationships and stronger connections with media individuals and outlets to proactively communicate the identity and priorities of the Archbishop, whilst building trust and enhancing the reputation of the Archdiocese of Melbourne;
* **Media Strategy:** Develop the media strategy and provides strategic leadership for the Archbishop and the Archdiocesan leadership team across media and issues management.
* **Media Responsiveness:** Respond to media inquiries;
* **Media Spokesperson:** Act as a media spokesperson on behalf of the Archdiocese of Melbourne as required;
* **Media Management in Crisis:** Collaboratively and strategically build the media and external relations response to unforeseen issues, crisis or other potentially problematic situations that generates media focus;
* **Prepare Media Materials:** Research and write briefing materials. Assemble press kits where required. Compose and edit press releases, and articles for external use. Organise media briefings, photo opportunities and media conferences as appropriate;
* **Advisory:** Provide high-level advice for the Archbishop, Vicar General, executive management, Clergy, Parishes, and Archdiocesan agencies on relevant media issues and relations as required.

**OPERATIONAL & STAFF MANAGEMENT**

* Promote and support a positive workplace culture within the Archbishop’s Office that strengthens staff engagement.
* Develop individual and team capabilities of staff by providing appropriate coaching and activities, in order to grow capability to support career progression.
* Undertake Performance Review discussions annually with team member to align activities with an operational plan and identify staff development needs.
* To advance the mission of the Church through dialogue and collaboration, represent the Archdiocese on a range of internal and external committees and bodies.
* The Archdiocese may require you to undertake other duties from time to time commensurate with your qualifications, knowledge, experience and ability.
* Takes reasonable care to protect the health and safety of themselves, fellow staff and others in the workplace.

1. **JOB COMPETENCIES – (SKILLS)**

* Relevant tertiary qualifications in public policy, communications, journalism or a related field.
* Strategic and analytical skills, incorporating a strong understanding of, and ability to analyse, the context of the Church in Australia and its relationship to state and nation.
* Demonstrated high-level client and stakeholder engagement and management skills, including the ability to collaborate across teams to support shared outcomes.
* Existing knowledge of state and federal parliamentary processes is desired, but not essential.
* Demonstrated high-level oral and written communication skills, including the ability to research and write high-level correspondence, submissions, papers and reports.
* Highly developed organisational and time management skills, including flexibility and ability to meet tight deadlines and evolving priorities.
* Demonstrated capacity to comprehend complex issues, think strategically and adapt to changing circumstances.
* A significant track record of demonstrating initiative, acting autonomously, and having a keen attention to detail.
* An ability to work irregular hours and to travel interstate as required.

1. **PERSONAL COMPETENCIES – (ATTRIBUTES)**

* You will have a strong commitment to the teachings of the Catholic Church, including a complete understanding of the Church in Australia.
* Demonstrated understanding of the missionary imperative of the Church and involvement with the Catholic Church.
* High level of integrity, honesty, and confidentiality, with an awareness and appreciation of Catholic Social Teaching
* Ability to work collaboratively within and across departments, agencies, ministries and parishes of the Catholic Archdiocese of Melbourne and its partners.

1. **INTEGRITY IN THE SERVICE OF THE CHURCH**

Integrity in the Service of the Church aims to help employees reflect on and uphold Christian vision and values in all relationships and actions. The principles and standards which make up the Integrity in the Service of the Church are extensions of five basic principles for Church employees in which they:

1. **Are committed to justice and equity**
2. **Uphold the dignity of all people and their right to respect**
3. **Are committed to safe and supportive relationships**
4. **Reach out to those who are poor, alienated and marginalised**
5. **Strive for excellence in all their work**

Service, given according to these principles, is life-enriching for both providers and recipients.

1. **POSITION DESCRIPTION ACKNOWLEDGEMENT**

By signing my contract, I acknowledge that I have received, reviewed and fully understand the position description for Chief Advisor: Policy and External Engagement. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

