

CatholicCare NT Role Description

Position Title	General Manager Mission and Culture
Position Number	CCXXXX
Salary	Base Salary LMI/CSA/ Other Level X Plus Superannuation Guarantee Contribution, 17.5% leave loading and salary packaging option
EFT	Full time 38 hours per week/ PT / Casual Monday to Friday 8:30am – 5pm
Location	Darwin City
Commencement	October 2024
Completion	On going
Last Reviewed	March 2024

1. Program Description

CatholicCare NT is a leading social service organisation in the Northern Territory with over 300 staff across 16 locations. The General Manager for Mission and Culture works with the Director, Executive, Managers and all staff to ensure that our Catholic Identity, Mission and Values are integrated into all areas of the work of CatholicCare NT.

2. Purpose of the Position

The General Manager Mission and Culture is responsible for providing executive leadership in facilitating organisational and staff alignment with the mission and values of CatholicCare NT. This position has a particular focus on leadership, formation, strategy and mission.

3. Accountability

The General Manager Mission and Culture reports directly to the CatholicCare NT Director, and sits on the CCNT Executive.

4. Key Responsibilities and Performance Standards

4.1 Mission Development

Promote the mission, vision and values of CatholicCare NT and ensure that these principles are:

- Integrated into all areas of responsibility.
- Actively participate in shaping the identity and culture of CatholicCare NT in line with Catholic Social Teaching and our organisational mission and values.
- Provide advice and leadership to senior staff throughout the organisation to support the development of Catholic identity and culture.
- Support all sites in developing a consistent culture that reflects our aspirations and values.

4.2 Formation

Develop and deliver Orientation sessions for new staff, orientating them to Catholic Social Teaching, our mission and values.

- Support programs to integrate mission, values and Catholic Social Teaching into their core work.
- Identify and support ongoing formation for all staff across the organisation in a way that invites participation and is relevant and accessible.
- Work collaboratively with the Senior Leadership Team on mission development and formation.
- Source, coordinate and evaluate externally, programs that may be suitable for mission formation and leadership.

4.3 Leadership

- Provide advice to the Director on strategic matters in relation to mission development, leadership and formation.
- Contribute to the Governance of CatholicCare NT through participation in CCNT Executive meetings.
- Identify and respond to theological, ethical and moral issues and translate these issues in away that engages the energy, talent and imagination of all staff to help guide directions and solutions.
- Support the Quality Systems Teams and Human Resources to support alignment with organisation policies and procedures with our mission and values.
- Work collegially with other similar positions within the Catholic Dioceses of Darwin.

4.4 Strategy

The General Manager Mission and Culture has a key role in developing and supporting organisational strategy including:

- Strategic Plan
- Reconciliation Action Plan
- Climate Action Plan
- Mission Integration Framework
- Code of Conduct
- Diversity, Equity and Inclusion Framework

4.4 Participate in Supervision activities by:

- Attending regular supervision as per CatholicCare NT policy.

4.5 Safeguarding Children

Our organisation takes child protection seriously, and as an employee/volunteer of CatholicCare NT, you are required to meet the behaviour standards outlined in our Safeguarding Children and Young People Policy (ORG/SP/P030). You will have received a copy of this policy as part of your induction. You can also access a copy of this policy via the Intranet.

All staff are to provide a service in line with our safeguarding children policies and procedures and are required to report any concerns of abuse and neglect toward children and young people to the relevant authorities as per policy and procedure. Any criminal charges or convictions received during

the course of employment/ volunteering that may indicate a possible risk to children and young people must be reported to the relevant Line Manager within forty eight (48) hours.

5. Personal Attributes

The incumbent must maintain strict confidentiality in performing the duties of the General Manager Mission and Culture and must demonstrate the following personal attributes:

- Compassion, empathy, sense of justice and tolerance.
- Demonstrated organisational fit with ability to work within a culture and values framework.
- Team player with ability to work with others in a spirit of trust, respect, reflection and accountability.
- Adaptable with resilience to work in difficult situations and willingness to work beyond the role description when required.
- Ability to represent CCNT in a culturally appropriate and professional manner at all times.

6. Work Conditions

The General Manager Mission and Culture is located in the City Office. This position requires regular travel; this includes regular travel to remote communities, travel in light aircraft, basic accommodation and some weekend work. This position may include some weekend work, which will be balanced by equivalent time off through the week, so that the total hours per fortnight does not exceed the normal 76 hours.

7. Selection Criteria

1. Tertiary qualification in Theology/mission/spirituality and relevant experience and /or qualifications in social science, social work or health.
2. To be a person of faith and deep spirituality.
3. Ability to influence across the organisation through personal action, presence and effectiveness.
4. Demonstrated ability to work with a diverse group of people includes different cultural groups, different religious groups, and other diverse people.
5. Ability to form strategic partnerships within the agencies of the Diocese, its Parishes and to develop networks nationally and internationally.

6. Special Conditions

- 1) Must be an Australian Citizen or have unlimited work rights within Australia.
- 2) This position is subject to a satisfactory criminal history check that must demonstrate that you have not had inappropriate dealings with children, or been charged or convicted of a domestic violence offence.
- 3) Valid NT Drivers Licence and Ochre Card.
- 4) This position requires you to apply for a Working with Children Clearance/Ochre Card prior to your employment commencement date and send us receipt of payment. This will be at your own cost.
- 5) If you have resided in an overseas country for 12 months or more in the past 10 years, this position requires you to complete an International Criminal History check (ICHC) prior to you

employment commencement date. The outcome of the initial screening check must be satisfactory.

- 6) This position is classified as a mandatory worker position for the purpose of COVID-19 vaccines and directions issued by the NT Chief Health Officer.
- 7) Six month probation period.
- 8) Non-smoking working environment.
- 9) The contact details of at least two referees are required.
- 10) Evidence of qualification attainment will be required.
- 11) Aboriginal people are strongly encouraged to apply.