

OF  
CATHOLIC DIOCESE  
TE TAKIWA Ō TE PIHOA  
CHRISTCHURCH

# Chief Operating Officer

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## Candidate Briefing Information

September 2024



## Role Overview

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- Delivering outcomes to achieve the Diocesan Vision
- Leadership and relationship focus
- Christchurch based
- Salary package includes a vehicle

### The Catholic Diocese of Christchurch

The Diocese is a diverse place, with a wide variety of ministries, parishes, schools and other Catholic bodies across the majority of Canterbury and Westland, as well as the Chatham Islands. The Catholic Diocese of Christchurch is at an exciting time as it strengthens its future in the region and passionately works towards:

- A shift in focus from 'Maintenance to Mission' – growing, strengthening and proclaiming
- Supporting the five new parishes in Christchurch and changes in the Selwyn District
- Creation of the cathedral precinct with construction of the new cathedral, a pastoral centre/community hub and primary school.

### About The Role

This role's primary objective is to support the Bishop in his pastoral mission for the Diocese through the management and leadership of resources, staff, and the delivery of outcomes. Reporting directly to the Bishop, the role has responsibility for approximately 45 staff. The role is broad based with responsibility for:

- Leadership and management of the Diocese teams
- Financial and asset management including management of budgets, investments and overseeing the management of the long-term fundraising strategy for the Diocese
- Strategy and planning
- Relationship management, communication and engagement.

### Skills & Experience

- A tertiary qualification
- Experience in a senior management role
- Senior leadership - motivation and management of diverse, multi-disciplinary teams
- Strong financial and commercial acumen
- Highly developed communication skills and ability to build strong internal and external relationships and influence outcomes
- Proven ability in stakeholder engagement
- A strong customer service ethic
- Proven ability to manage change, lead a culture of high performance and improvement, and solve problems



- A sound understanding of human resource management
- A commitment to the vision, mission and values of the Roman Catholic Church
- Experience in the not-for-profit or public sector would be an advantage.

## Benefits

- Contribute to a faith-based organisation, making a real impact in communities.
- Join a passionate and committed team.
- Contribute to shaping the future of the Catholic Diocese of Christchurch through overseeing the building of several significant Churches and the building of a Cathedral.
- Support the Bishop in overseeing a diocese with 18 parishes, 28 primary schools and seven secondary schools.



## The Organisation

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### Background

The Catholic Diocese of Christchurch was established in 1887. The Diocese of Christchurch is comprised of 18 parishes covering parts of the West Coast and Canterbury in the South Island of New Zealand as well as the Chatham Islands, the first place in the world to be touched by the sun each day.

Since 1887 the Diocese has had 11 bishops. Bishop Michael Gielen, the 11th Bishop of Christchurch, was appointed by Pope Francis in 2022, after having served as Auxiliary Bishop of Auckland.

The Diocese covers 51,780 square kilometres (or 20,000 square miles).

The Diocesan patron saint is St John the Baptist.

### Vision

Under our shepherd, Bishop Michael Gielen, the Catholic Diocese of Christchurch seeks to grow a community of disciples of Jesus Christ, striving to strengthen and support our communities in holiness, on mission, proclaiming the Good News of Jesus Christ.

We fulfil this mission through our parishes, the education provided by our schools, and the good works of our social services and charities. We reach out far beyond our Church community.

Living the word of Jesus Christ, we seek to meaningfully contribute to the social fabric of Aotearoa New Zealand.





## Parishes

Parishes are where the Church lives; the home of the Christian community. Parishes are communities of faith, of action and of hope, where the Gospel is proclaimed and celebrated.

The Catholic Diocese of Christchurch is comprised of 18 parishes serving the needs of people across Canterbury and the West Coast. The parishes reflect the multicultural and unique foundation of the Diocese. In addition to the celebration of the sacraments, our parishes also offer community programmes, parish ministries and faith formation.

## Schools

Catholic education in the Diocese of Christchurch is provided by 28 primary schools and seven secondary schools.

These Catholic schools are embedded in the Church. They are the Church in action, an authentic expression of the Church's mission. They place an encounter with Jesus at the centre of Catholic education.

The Catholic school is not just another school, the equivalent of a state school with the addition of religious education. The Catholic school is an ecclesial entity, reflecting the "deepest nature" of the Church in its life, and participating fully in the Church's mission by forming Christ in the lives of others.

## A New Cathedral

One of the key projects for the Diocese in the coming years will be the construction of a new cathedral precinct on the historic Barbadoes St site. In 2024, Bishop Michael concluded a period of community engagement that saw overwhelming support for building the cathedral at Barbadoes St, where the Catholic Church has had a presence for 160 years.

Earlier this year, Bishop Michael also led a consultation process with the people of the Diocese to choose the name for the new cathedral. It will be called The Cathedral of the Blessed Sacrament, carrying forward the name associated with churches and cathedrals on the site since the 1860s.

Work is currently commencing on the design of the cathedral precinct, which will be followed by engagement with architects and other partners on the design of the cathedral and related buildings.



## The Christchurch Catholic Diocesan Development Fund (CDF)

The Christchurch Catholic Diocesan Development Fund (CDF) is a charitable trust established in 1967. It is governed by a Board of Trustees and managed from the Diocesan Office.

The CDF offers members a range of investment and savings products (debt securities), as well as an opportunity to support the pastoral, educational and religious services of the Church.

The CDF's main aim is to assist the Church achieve its mission. Members' funds are used to enable diocesan and parish projects to be completed without our parishes, schools and diocesan groups having to borrow money commercially.

In addition the CDF's surplus is used to help the Diocese. The CDF helps the Diocese fund the Pastoral Plan, Catholic Social Services, the Catholic Education Office, the Youth Team, the National Seminary, the Prison and Hospital Chaplaincies and any other pastoral priorities that occur from time to time.

[Click here to access the Catholic Development Fund's recently-released 2024 annual report.](#)



### Agreed Values

- Catholic Character
- Leadership
- Ethics
- Communications
- Work-life Balance
- Humour

### Annual Financial Reports

[2023 Financial Report](#)

[2022 Financial Report](#)

Further information on the Catholic Diocese of Christchurch can be found at:

Diocesan website: <https://cdoc.nz/>

Catholic Development Fund: [www.cdf.org.nz](http://www.cdf.org.nz)

Inform Magazine: Latest Issue | Issue 141 Winter 2024 <https://cdoc.nz/inform>



# Position Description

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**Job Title:** Chief Operating Officer

**Organisation:** Catholic Diocese of Christchurch

**Location:** Christchurch

**Reports to:** The Roman Catholic Bishop of Christchurch

**Purpose:** The Chief Operating Officer is responsible for administering the affairs, assets and finances of the Diocese including the strategic and operational performance of the Diocese's pastoral, charitable, education, commercial, and property activities in accordance with the decisions of the Bishop of Christchurch, advised by the Diocesan Finance Council and College of Consultors. They will work closely with the Bishop so as to ensure the co-ordination of administrative activities in the Diocese in a manner which best achieves the pastoral priorities as determined by the Bishop.

The Christchurch Diocese encompasses a number of assets – 35 Catholic schools, 18 Parishes, Diocesan Offices and land together with other assets spread throughout the Diocese. The role will include overseeing the build of the new Catholic Cathedral.

34 FTE roles in Diocese | Additional Contractors on an as required basis.

Asset size NZD approx. \$250 million

## Direct Reports:

- Director – Bishop's Pastoral Office
- Director – Special Projects
- Manager – Catholic Education Office
- Manager – Property and Development
- Manager – Catholic Social Services
- Manager – Finance & Support Services
- Manager – Communications
- Manager – Fundraising
- Marketing Manager – Christchurch Catholic Development Fund (CDF)



## Functional Relationships:

### Internal

#### Governance

- Diocesan Finance Council
- College of Consultors
- Other Bishop's Advisory Groups

### External (examples, not limited to....)

- Christchurch Community Groups
- Parish Priests & Parish Advisors
- Apostolates serving within the Diocese
- Catholic Ethnic communities

## Primary Objective

To support the Bishop in his administrative and pastoral responsibilities for the Catholic Diocese of Christchurch through the management and leadership of Diocesan resources, staff, the delivery of outcomes, and implementation of the decisions of the Bishop.

## Key Objectives

### Management & Leadership

- Build and maintain a high performing team within the Diocesan Office that is collaborative, engaged, service oriented, responsive and flexible/adaptive in the delivery of outcomes and achievement of operational excellence.
- Provide clear leadership and promote and foster a team culture that is consistent with the Diocese's values and fosters diversity, including a positive bicultural and multicultural approach.
- Implement the decisions of the Bishop.
- Provide advice to the Bishop and his advisory councils as required.
- Anticipate issues and find and implement solutions.
- Hold managers accountable for the performance of their pastoral ministries and support functions.
- Oversee management of HR and employment matters for the Diocese.
- Ensure the recruitment and appointment of skilled staff to positions.
- Manage the performance of direct reports including performance planning and review, development plans and career goals.
- Support staff to develop current and future capabilities to ensure their success in their roles.
- Support succession planning for the Diocese.





## **Financial & Asset Management**

- In collaboration with the Finance Manager coordinate the preparation and delivery of a financially prudent budget.
- Provide the Diocesan Finance Council with accurate and timely reports and advice on financial performance.
- Maintain accountability for making budget.
- Oversee the funds management and investments of the Diocese.
- Oversee the management of all financial accounting systems, processes, internal controls and reporting.
- Manage information technology and services to support the Diocese's mission.
- In collaboration with the appropriate roles oversee the property management for the Diocese.
- Support the Finance Manager in overseeing management of the Christchurch Catholic Diocesan Development Fund (CDF), a charitable trust, and manage the CDF team.
- Oversee Health and Safety, and manage and report monthly as pertains to Diocesan 'business as usual' risks.
- Coordinate all insurance for the Diocese.
- Oversee Diocese legal requirements, in collaboration with lawyers, including parish trusts.
- Oversee the property management of our schools and support the Education Manager ensuring the Catholic Character of our schools is upheld.
- Maintain oversight of the collection of attendance dues for the schools.

## **Strategy & Planning**

- Contribute to and lead the development of strategies to support the Diocese Vision and to define the business of the future (what the future will look like and how it will be funded).
- Develop and manage the implementation of business and annual plans within agreed timelines, and monitor/report on progress, to achieve the Diocesan mission.
- Engage with internal and external stakeholders across the Diocese with regard to planning and development activities; ensuring that Diocese interests are fully understood.
- Maintain collaborative working relationships with wider community groups, with a view to ensuring optimal outcomes for the Diocese in the long term.

## **Relationship Management, Communication and Engagement**

- Develop and maintain effective relationships with key stakeholders (internally and externally) to enhance the business and pastoral interest of the Bishop and Diocese.
- Meet regularly with the Bishop to agree the Diocese's management of priorities and core activities.
- Always ensure high level of co-ordination and communication with the Diocesan Finance Council.
- Promote the Diocesan relationship between parishes, schools and Diocesan agencies.
- Oversee and support the Catholic Business Network and its activities.
- Represent the Bishop when requested to do so, on delegated key regional and national Diocesan related projects and forums.



## Parish Support

- Support parishes with advice on Church norms and following canonical processes.
- Provide advice and guidance around construction projects.
- Investigate opportunities to support parishes in day-to-day operations and any other initiatives that may help parishes flourish.
- Facilitate mediation and conversations when challenges arise in parishes.

## Safeguarding

- Promote a culture of safeguarding in the Diocese.
- Provide management and financial support to the projects/activities in response to the Royal Commission of Inquiry into Abuse in Care.
- Lead investigations of any complaints or non-clergy instances of abuse, and make recommendations to the Bishop based on the outcomes of investigations.
- Work with the National Office of Professional Standards as required.

## Fundraising

- Oversee the long-term fundraising strategy for the Diocese and ensure its connection with the wider Diocesan strategy.
- Monitor and report on key targets for fundraising strategies.

## Special Projects

- Manage special projects as required.

## Other Duties

- Undertake other duties as required to support the long-term development of the Diocese.

## Governance Responsibilities

- New Zealand Catholic Bishops Conference Finance Committee  
*If appointed by the Bishop, accept the appointment as a member of the New Zealand Catholic Bishops Conference Finance Committee.*
- Christchurch Catholic Diocesan Development Fund  
*Management and financial administration of this charitable trust, established by the Bishop in 1967. This fund is governed by a Board of Trustees and managed from the Diocesan Office.*
- New Zealand Catholic Church Insurance Scheme
- New Zealand Catholic Education Office School Property Funding Pools
- Christchurch Diocese Endowment Fund



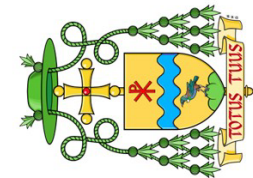
## Person Specification

### Qualifications and Experience

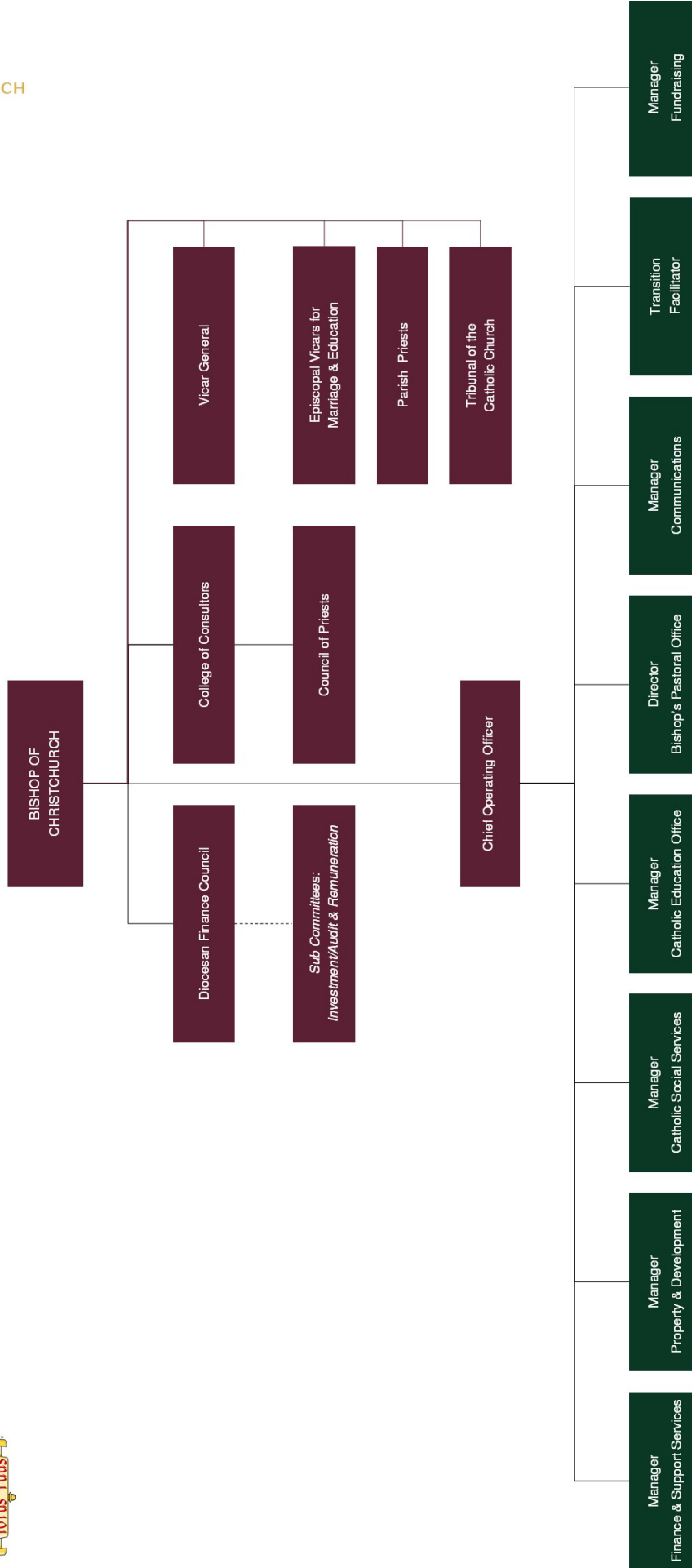
- Tertiary qualification.
- Experience in a senior management role.
- Experience in the not-for-profit or public sector would be an advantage.
- Senior leadership - must be comfortable with leadership across a broad range of disciplines.
- Only candidates who are currently eligible to live and work in New Zealand will be considered.

### Competencies and Personal Attributes

- A commitment to the vision, mission and values of the Roman Catholic Church.
- Financial and commercial acumen including budget preparation and management.
- Highly developed communication skills and ability to build strong internal and external relationships and influence outcomes.
- Proven ability in stakeholder engagement.
- Able to deal with ambiguity; the ability to innovate when plans don't play out as expected, has an enquiring mind, can foresee consequences and resolve roadblocks.
- Proven ability to implement organisational change processes.
- Intellectual flexibility and capability; able to problem solve, see the bigger picture and think through complex issues to innovative solutions, and able to change direction when needed.
- Provides clear, confident, and timely advice to relevant stakeholders and the Bishop, who maintains ultimate decision-making responsibility.
- Has proven ability to implement agreed decisions.
- Strong demonstration of self-awareness, and able to lead and implement challenging decisions with courage and emotional intelligence.
- Strong customer service ethic with internal and external customers, and high degree of personal integrity.
- Inspire and lead others towards high levels of performance.
- Have a personal commitment to organisational excellence and an ability to work in a way that displays honesty, integrity and a strong sense of business ethics.
- Teams focused – able to work closely and collaboratively with others across the Diocese.
- Strong organisational skills and ability to work autonomously.
- Commitment to ongoing professional development.



# Diocesan Organisation Chart



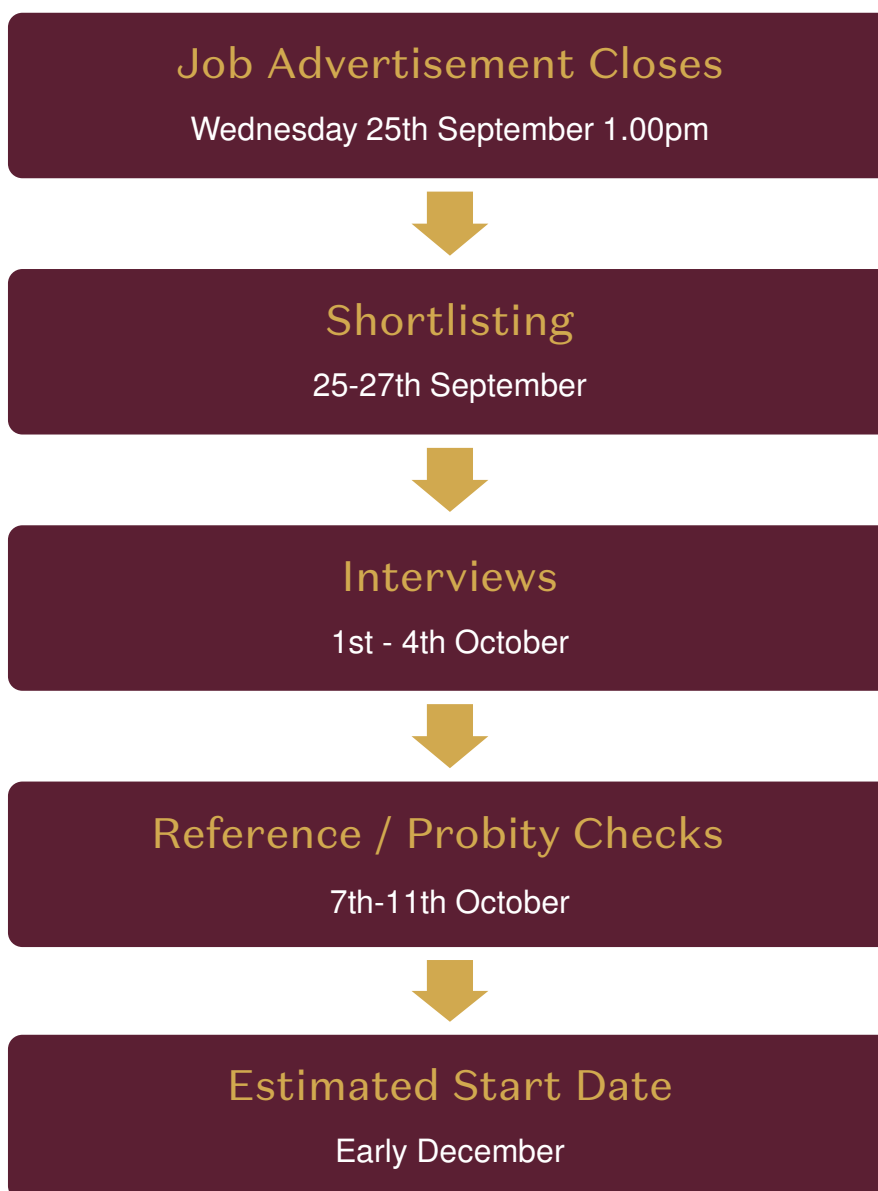
 Governance  
 Senior Leadership Team (SLT)





## Approximate Timeline

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## How to Apply

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Candidates can apply, in strict confidence, online at [applications@cdoc.nz](mailto:applications@cdoc.nz)

To apply by email, please attach your cover letter and CV and send to the above email address with Chief Operating Officer Job Application in the subject line.

Applications close on 25<sup>th</sup> September at 1.00pm. Emails will be electronically acknowledged, and further correspondence may be by email.

For more information please phone Annette Pugh on 03 378 3647.