



# Archdiocese of Hobart

## Position Description, Director Professional Standards

Program:	Professional Standards
Location:	35 Tower Road, New Town
Reports To:	Executive Director – Administration and Finance
Approved by:	Executive Director – Administration and Finance
Version:	March 2025
Award:	Award free
Classification:	n/a
Full Time Equivalent:	1 FTE
Clearances Required	Working with Vulnerable People registration (Tasmania) National Police Criminal History Check

### Context:

The Archdiocese of Hobart ('the Archdiocese') is the expression of the Catholic Church in Tasmania. The Church Office is managed by the Executive Director and administers corporate services to parishes and Archdiocesan agencies such as CatholicCare Tasmania, Loreto Community Housing, St Joseph Affordable Homes and the Catholic Development Fund. Corporate support includes Financial Services, Property and Fleet management, Marketing and Communications, ICT, Compliance, Safeguarding, Professional Standards, Compliance and Risk, and People and Culture.

The Executive Director reports directly to the Archbishop of the Archdiocese of Hobart within the Catholic Church in Tasmania. The responsibilities of the Office of the Executive Director are to administer the goods of the Diocese, under the authority of the Bishop, with direction of the Diocesan Finance Council, and to give the Diocesan Finance Council an annual account of income and expenditure.

### Organisational Environment:

The Professional Standards Office through the Director Professional Standards (DPS) advises and assists in all professional standards matters, including responses to notifications of sexual abuse and other complaints received in respect of clergy, religious, staff and volunteers. The DPS is also responsible for the management and operation of the Safe Communities Office (SCO). The SCO is responsible for the Archdiocese's proactive safeguarding initiatives.

### Primary Objectives:

- The DPS is the first point of contact for complaints, questions and concerns of behaviour regarding all clergy, religious and staff (past and present) of the Archdiocese of Hobart and its agencies. The DPS will ensure all information provided regarding concerning behaviour is appropriately investigated and if required, reported to external authorities.
- The role works closely with Church insurers on professional standards matters and engages with both Church lawyers and insurer appointed lawyers. The DPS will be required to engage with those who have suffered abuse with a caring and pastoral approach.
- The DPS will at times be engaged in matters relating to the National Redress Scheme and will require secure access to the online government portal. All matters and information are to be treated with the utmost level of confidentiality.

- An important element of the role is to proactively engage with agencies to increase level of knowledge and education on professional standards matters to reduce the ability for 'abuse' to occur in the future. This includes the delivery of educational session to all agencies, development of policies and procedures and implement Australian Catholic Safeguarding Limited processes.
- The DPS is a member of the Professional Standards Consultative Committee with the function of reviewing claims, risk assessments, developing policies and protocols and procedures for Professional Standards.
- The DPS is required to conduct investigations into reportable conduct matters and/or provide advice and assistance to various agencies.
- The DPS is responsible for managing the operations of the Safe Communities Office (SCO) including direct line management of SCO staff (currently 1.4 FTE), developing and delivering training and safeguarding initiatives, policies and procedures and ensuring that Parish Implementation Visits (audits) are carried out on an annual basis. The SCO also assists Archdiocesan agencies in conducting safeguarding risk assessments on an as needed basis.

### Professional Standards accountabilities

The DPS will work collaboratively as a member of Chancery Services and with Senior and Executive Management with a focus on the Archdiocese of Hobart's Complaints Handling Process.

### Mission and Identity

- Ensure that our mission, vision and values are at the centre of service delivery and practice.
- Promote and support the Archbishops Pastoral Plan, Archbishop's Charter for CatholicCare and Catholic Social Teaching across all levels of the organisation.

### Personal accountability level:

- Promote and uphold the Identity and Mission of the Archdiocese of Hobart.
- Effectively model Archdiocese of Hobart values to staff, clients and others.
- Uphold the Archdiocese of Hobart Workplace Behaviour Policy and professional standards following Integrity in the Service of the Church.
- Adhere to Work Health and Safety (WHS) standards for a safe workplace, and follow all reasonable WHS direction provided in the completion of work.

### Risk and Work Health & Safety:

The Archdiocese is committed to ensuring that our operations at all Agencies are conducted with proper regard for the health, safety, and wellbeing of all.

You are required to observe safe work practices following 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.

All employees of the Archdiocese of Hobart will conduct themselves responsibly with proper respect for established rules and procedures and they will consistently perform their jobs with proper regard for the health and safety of others.

The Archdiocese of Hobart expects all employees to participate in and contribute to Work Health and Safety activities, including participation in the consultative processes provided by the organisation, to ensure a safe work environment for clients, our community, employees and visitors.

## Selection Criteria

### **1. Demonstrated experience in professional standards, safeguarding, or regulatory compliance**

- Proven ability to manage and respond to sensitive complaints and allegations, particularly those relating to misconduct, abuse or reportable conduct.
- Strong working knowledge of relevant legislation, ethical frameworks, and best practices for safeguarding in a Church or not-for-profit context.

### **2. Commitment to the ethos and values of the Catholic Church**

- An understanding of and commitment to the teachings, structures, and pastoral mission of the Catholic Church.
- Ability to operate respectfully within a faith-based environment and support the Church's safeguarding vision.

### **3. High-level interpersonal and pastoral care skills**

- Demonstrated ability to engage compassionately with complainants, survivors of abuse, and their families.
- Experience in working with diverse stakeholders including clergy, staff, volunteers, and community members with sensitivity and discretion.

### **4. Proven ability to conduct investigations and manage risk**

- Experience undertaking or overseeing complex investigations into misconduct or reportable behaviour, including the preparation of reports and liaising with legal and insurance professionals.
- Ability to assess risk and implement preventative measures, including policy development and procedural improvements.

### **5. Knowledge and understanding of the National Redress Scheme and safeguarding compliance requirements**

- Familiarity with the Redress Scheme portal and the management of claims in accordance with national guidelines.
- Experience implementing and monitoring safeguarding policies and frameworks such as those outlined by Australian Catholic Safeguarding Limited.

### **6. Strong leadership and operational management skills**

- Demonstrated ability to lead a team (including line management responsibilities), develop staff capabilities, and oversee daily operations.
- Experience in delivering training, education sessions, and safeguarding audits within faith-based or community service settings.

### **7. High level of discretion, integrity, and commitment to confidentiality**

- Proven capacity to manage highly sensitive information in accordance with privacy and legal requirements.
- Strong personal integrity, ethical decision-making and alignment with the mission and values of the Catholic Church.

### **8. Excellent communication and stakeholder engagement abilities**

- Ability to liaise effectively with legal counsel, insurers, executive management, and other internal and external stakeholders.
- Strong written and verbal communication skills, including the capacity to produce policies, reports, and educational materials.

Essential Requirements	
Experience	Experience in a safeguarding and professional standards role.
National Police Criminal History Check	Satisfactory police check, to be completed on a 3 yearly basis from commencement. Crimes involving violence, aggression, drugs, fraud, dishonesty, and excessive motor vehicle related offences would be cause for discontinuance of employment.
Working with Vulnerable People registration	Must maintain current and valid Working with Vulnerable People registration; and must carry evidence of this at all times.
Drivers Licence	Maintaining a current drivers licence is a requirement of this role