

## Position Description

<b>Position Title</b>	Executive Director, Mission & Ethos	<b>Reports to (title)</b>	Chief Executive Officer
<b>Directorate</b>	Office of CEO	<b>Sub Directorate</b>	Office of CEO
<b>Service Unit</b>	Office of CEO	<b>Location</b>	West Perth
<b>Classification Band</b>	Executive	<b>Award/Agreement</b>	Award/Agreement Free
<b>Date of Review</b>	3 June 2025	<b>Entity</b>	MCS

### 1 Position Purpose

The Executive Director, Mission & Ethos provides strategic leadership and guidance for the enculturation and translation of teachings, values and principles from the evolution of Catholic-Christian tradition to inform the organisation's ethos throughout its values, mission, culture, ethics, spirituality orientation and practices. Through ensuring inclusive and meaningful engagement and contribution from the diversity of MercyCare employees the role provides inspiration and guidance organisation wide.

### 2 Dimensions and Working Relationships

#### Positions directly supervised and total number of report (direct and indirect)

- Directly:
  - Heritage and History Coordinator
  - Mission Project Coordinator
  - Spiritual Wellbeing Coordinator x 2
- Indirectly: Nil

#### Working relationships (internal and external)

- Internal Stakeholders – all MercyCare employees & volunteers, Executive, Management, Board & Trustees
- External Stakeholders – Service Users, Church bodies; Sector(s) organisations and networks
- Peers – Executive Leadership team
- May be required to supervise volunteers and students

### 3 Major Accountability Areas

#### Key Objective

Deliver Outcomes

#### Key Outcomes

- Provide leadership to maintain organisational cultural integrity to the life-giving Mission of Jesus providing guidance, perspectives, reflective facilitation and discernment that supports organisational direction, strategic planning and implementation.
- Influence and provide reflection into MercyCare's social advocacy approach and priorities, cultural climate and change.
- Contribute to strategic planning design processes, implementation and working groups acting at times as project or initiatives sponsor, and support integration in the acquisition and integration of new businesses into MercyCare.
- Guide and support the development, promotion, integration and embedding of MercyCare's mission ethos, core values, Catholicity and commitment to embracing diversity and inclusiveness across the organisation
- Contribute to MercyCare's ongoing reconciliation and cultural alignment journey with Aboriginal people.

- Oversee the development and operation of the Heritage Strategy and Action Plans, working closely with key stakeholders.
- Contribute the organisation Environmental Awareness & Behaviours Working Group, including leadership of the Climate Justice Project.
- Deliver development and implementation of the Spiritual Care model(s) across Mercy Care, providing supervision and coaching
- Ensure relevant materials, documentation, and reports including Mission Ethos Identity Document and ethical guide documents
- Support and guide relevant working groups such as the Mission Stewardship Working Group and delivery of the annual Mission Stewardship Report.

#### Lead People & Culture

- Provide leadership and guidance for the development, promotion, integration and embedding of MercyCare's mission ethos, core values, Catholicity and commitment to embracing diversity and inclusiveness across the organisation.
- Provide advice and support to Executive Directors, Managers and Coordinators on a range of mission and ethos matters including Catholic and Mercy traditions, ethics, storyline and organisational symbols, enculturation of strategic mission ethos shapers and Values-led behaviours.
- Perform a key role in influencing strategic and cultural change initiatives from a mission, ethos, and ethical behaviour perspective.
- Identify and nurture contemporary inclusive spirituality practices across the organisation that support mission ethos, service delivery and nurture the spirit of employees.
- Deliver employee and volunteer corporate orientation sessions on organisational storyline, mission ethos and ethics.
- Assist in the design and delivery of Executive retreats, Leadership and Management Team and Group forums as required. Support the identification and embedding of leadership attributes that support MercyCare's mission ethos.
- Ensure resources and training are available organisation wide for mission ethos themes including the Governance for Mission Formation program
- Partner with key internal stakeholder groups including but not limited to Marketing, to provide guidance around internal and external messaging, event design and other marketing material related to organisational culture, mission ethos and Catholic identity.

#### Operational Excellence

- Maintain knowledge of local, national and global emerging trends and challenges relevant to the discernment and exercise of the organisation's contemporary mission and shaping of its ethos
- Proactively contribute to building and creating opportunities for strengthening relationships between Trustee, Board and Executive governance levels of the organisation within role parameters.
- Build and maintain effective internal and external working relationships to achieve objectives of role and projects as assigned.
- Provide advice regarding relationships in the Catholic Archdiocese of Perth, peak Catholic bodies, other faith based and secular organisations with whom MercyCare can partner to promote and

	<p>articulate its mission and ethos.</p> <ul style="list-style-type: none"> <li>• Represent the organisation as required, particularly in networks within the Catholic Church at national, state and local levels.</li> <li>• Develop and nurture relationships with Sisters of Mercy</li> </ul>
Safeguarding Children	<ul style="list-style-type: none"> <li>• Provides a welcoming and safe environment for children and young people.</li> <li>• Adheres to MercyCare's Safeguarding Children and Young People Procedure in relation to the appropriate treatment of children.</li> <li>• Promotes the safety and wellbeing of children and young people who come into contact with MercyCare.</li> <li>• Ensures that interactions with children and young people are positive and safe.</li> <li>• Provides adequate care and supervision of children and young people in your charge.</li> <li>• Acts as a positive role model for children and young people.</li> <li>• Reports any suspicions, concerns, allegations or disclosures of alleged abuse to management in a timely manner.</li> <li>• Raise any concerns about abuse or neglect of children or young people with the Safeguarding and Inclusion Officer where needed.</li> <li>• Reports any relevant police matters that arise during your period of employment including criminal charges or convictions.</li> </ul>
Occupational Safety and Health	<ul style="list-style-type: none"> <li>• Ensures safe working environments are provided for employees, volunteers, contractors and visitors</li> <li>• Models compliance with relevant legislation, professional standards, policies, procedures and instructions</li> <li>• Ensures that all risk, hazards and incidents are investigated, and adequate controls applied</li> <li>• Consults with employees and their representatives on safety and health matters</li> </ul>

#### 4 Decision Making Authority

Authority to commit resources of MercyCare in line with the Operational Delegations of Authority.

#### 5 Position Demands (including physical demands, challenges of the sector etc)

Position Demands include:

- Board, Trustee and Executive Committee responsibilities as required
- Sector involvement and networking
- Reasonable additional hours and travel as required
- Maintaining one's own well-being, resilience and performance.

#### 6 Position Holder Requirements

Formal Qualifications	<ul style="list-style-type: none"> <li>• Tertiary Qualifications in Human Services or related fields.</li> <li>• Qualifications in Theology, Mission, Pastoral/Spiritual Care</li> </ul>
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Skills, knowledge and experience ( <i>including technical skills</i> )	<ul style="list-style-type: none"> <li>• Demonstrated knowledge, understanding and ability to offer lay leadership in a Catholic organisation including sound knowledge of Catholic-Christian theology and scriptures, Catholic Social Teaching and Catholic ethics in their ongoing evolution and applicability to current Catholic practice and human service providers.</li> <li>• Understanding of the Church's history of service to those in need and its social justice tradition with an appreciation of the Sisters of Mercy storyline and contemporary global expressions of the living Mercy tradition.</li> <li>• Familiarity with leading edge Catholic thought and spiritual literature relevant to the development of personal and organisational spirituality with the capacity to uphold integrity to and foster an inclusive and contemporary environment for the engagement and participation of the diverse nature of MercyCare employees and volunteers.</li> <li>• Demonstrated experience successfully developing organisational culture, strategic frameworks, project and change management and continuous improvement processes inclusive of social justice values, race and diversity awareness, ecological awareness and spiritual values in general.</li> <li>• Demonstrated appreciation of the journey of Australian reconciliation between Aboriginal and non-Aboriginal Australians.</li> <li>• Demonstrated stakeholder engagement and management ability to engage, partner and influence effectively with national, state and local stakeholders across a range of diverse, complex and at times sensitive topics</li> <li>• Demonstrates an understanding with MercyCare's policy and procedures in identifying and reporting of any risk and/or compliance related issues, hazards, concerns or incidents (including near misses).</li> <li>• Demonstrates an understanding of your own safety and that of others in the workplace.</li> </ul>
Special Conditions, Registration/s, Licenses	<ul style="list-style-type: none"> <li>• Driver's Licence</li> <li>• National Police Clearance (obtained within the last six months)</li> <li>• MercyCare takes child protection seriously, and as an employee you are required to meet the behaviour standards outlined in our Safeguarding Children Procedure.</li> </ul>
Capabilities	<p><b>Personal Effectiveness:</b> <i>Align values, strengths and commitment to achieve goals that enriches sense of self.</i></p> <p><b>People Engagement:</b> <i>Communicate with, relate to, and interact effectively with others in ways that empowers and improves relationships.</i></p> <p><b>Operational Excellence:</b> <i>Achieve results by demonstrating the right work culture, practices and processes.</i></p> <p><b>Lead People &amp; Culture:</b> <i>Articulate and promote purpose in ways that engage, empower and recognise the commitment and achievements of others.</i></p>

**Deliver Outcomes:** *Meet the strategic agenda through activities, performance and targets that are measured and ethically responsible.*

## 7 MercyCare Values

*MercyCare is committed to employing a caring, responsive and dedicated workforce and who provide services that enhance the quality of life in the community*

**Respect:** We value the inherent worth of each person and the natural environment.

**Integrity:** We are honest, genuine, accountable and reliable

**Compassion:** We respond with open hearts and minds to people's needs

**Justice:** We recognise everyone's right to a fair share of resources and opportunities

**Excellence:** We strive for outstanding performance and creativity

**Courage:** We promote a mind and spirit that faces up to and engages with challenges

### Approval

Line Manager:	Chief Executive Officer - CEO	Date:	4 June 2025
HR Endorsed:	Manager, HR Services	Date:	4 June 2025
WGEA Classification:	MKMP	HR Position Title:	Executive Director, Mission & Ethos

The approval process is to reflect that the position description has been reviewed and evaluated (HR Endorsed) and is an accurate description of the requirements of the position (Line Manager). The purpose of this position description is to serve as a general overview of the accountabilities, knowledge, skills and competencies required for this role. It is not intended to represent the entirety of the job and therefore the occupant of the position may be required to perform other reasonable work-related duties that are not specifically listed herein.