



POSITION DESCRIPTION

POSITION TITLE:	Diocesan Safety Officer.
REPORTS TO:	General Counsel.
EMPLOYMENT STATUS:	Permanent Full Time (1.0 FTE).
HOURS PER WEEK	37.5
LOCATION:	Bendigo.
AUTHORISED BY:	Greg Westbrook, Acting Business Manager

Primary Objectives

The Diocesan Safety Officer is the primary point of reporting, maintaining and collating risk and compliance across the Diocese.

The role will coordinate compliance and risk by partnering with Parishes, Chancery staff and external bodies. This position provides advice on compliance and risk management practices throughout the Diocese, using their expertise and skills to ensure best practice and regulatory obligations are met. This role will work closely with the Diocesan Business Manager, General Counsel, Finance Director, HR Manager and Projects officer.

Major Accountabilities

1. Maintain, inform and co-ordinate risk register action items with owners of risk across the Diocese to align with the risk matrix, framework and appetite. Ensure appropriate action and timely progress is made against identified risks and new or developing risks are accurately captured and mitigated.
2. Provide advice, training and support on risk and compliance matters across the Diocese, working with Parishes, Chancery staff and external bodies to proactively identify key risk indicators and mitigation actions.
3. Provide updates and advice on changes to compliance and regulatory requirements.
4. Conduct assurance and compliance reviews ensuring standards are maintained and internal integrity is preserved, as well as external reporting obligations.
5. Assurance and compliance reporting to the Business Manager and relevant Diocesan Committees.
6. Lead development and maintenance of organisational Risk procedures, policies and frameworks.
7. Lead and support development of internal controls and strengthen risk mitigation and compliance practices.
8. Support internal audits as required and manage internal and external audit action reporting.

Organisational Environment

The mission of the Diocese is to proclaim the Reign of God and continue the mission of Jesus, under the direction and inspiration of the Holy Spirit. The values of peace, forgiveness, justice, love, and healing which Christ lived and modelled in his own ministry are the same values of the Diocesan community. The Diocese contributes to the life and mission of the Catholic community in Australia.

The Diocese is a child safe and equal employment opportunity employer. It has a zero- tolerance of any abuse to children; it encourages applications from Aboriginal and Torres Strait Islander peoples and people from culturally and/or linguistically diverse backgrounds.



THE CATHOLIC DIOCESE OF SANDHURST

The Chancery as the administrative arm of the Diocese is responsible for the support of the Bishop of Sandhurst and the missionary focus and aspiration of the Diocese including Adult Faith Formation, Youth and Communications as well as Finance, Archival, and Information Technology support services.

The position of Diocesan Safety Officer reports directly to the Diocesan General Counsel on all matters related to reducing the impact of potential risks across the Diocese.

Safety of Children and Vulnerable Adults

- Ensure compliance with the Catholic Diocese of Sandhurst commitment to best practice in the care and safety of children and vulnerable adults.
- Every person involved in the Catholic Church has a responsibility to understand the important and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all children is at the forefront of all they do and every decision they make.
- Understand the process for reporting allegations or concerns of possible abuse.

Risk and Occupational Health and Safety

- Observe safe work practices in accordance with 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.
- Promote and implement occupational health and safety and risk mitigation processes within your workgroup.
- Comply with Diocesan occupational health and safety practices.
- Identify, report and where appropriate, action risks/hazards in order to eliminate or mitigate against the risk recurring.
- Participate in the consultative processes provided by the organisation.

Key Communications

Internal:

- Bishop of Sandhurst
- Business Manager
- General Counsel
- Director of Mission and Pastoral Life
- Chancery staff
- Clergy

External:

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| • Safeguarding Committee | Undertake the role of Executive Officer of the Safeguarding Committee, advise and report on matters/policies concerning the safety of children and adults at risk. |
| • Parishes | Assist with policy implementation. Provide advice and guidance.
Instruct parish personnel on best practice. |
| • Risk regulators and consultants | Liaise and understand legal obligations and organisational compliance and assist with best practice policy implementation and training. |

Accountability (Independence and Influence)

The Diocesan Safety Officer will:

- **Monitor** processes and procedures to ensure that the Diocese and its Parishes comply with legal regulations, internal policies and ethical standards.



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- **Manage information flow** by researching, recording and analysing data and information.
- **Train and educate** staff so that they are informed of any legal changes and updates to compliance guidelines.
- **Acts as Contact person and liaison** between the Diocese and Parishes, and with external bodies in respect to Safeguarding.
- **Conduct regular assessments** to identify risks and ensure policy and laws are adhered to.

The main focus areas will be:

- **Safeguarding Compliance.**
- **Occupational Health and Safety.**
- **Finance Risks.**
- **Cyber Risks.**
- **Regulation Compliance Risks.**

Job Environment

The Diocesan Safety Officer will establish organisational objectives in consultation with the General Counsel and where appropriate in consultation with Diocesan Advisory bodies to effect policies and strategies across the Diocese and its agencies.

Reasoning

The Diocesan Safety Officer is required to provide analysis, interpretation and reasoning including the need for judgement to resolve alternative courses of action. This is in addition to detailed analysis of major challenges, development of new initiatives as well as the strategic evaluation of alternatives and decision-making.

Challenges

The Diocesan Safety Officer will be challenged to:

- Co-ordinate the implementation of the various risk mitigation strategies for the Diocese.
- Monitor parishes and Chancery staff to ensure compliance with relevant legislation and related Diocesan policies and procedures.
- Respond to queries from parishes and Chancery staff in a timely manner.

Knowledge, Skills and Experience

- Tertiary qualifications in business, risk or compliance studies.
- Experience in Risk and Compliance.
- Knowledge of, and experience with, risk methodologies, including identification, assessment and reporting.
- Advanced ability to communicate, inform and provide advice to internal and external stakeholders.
- Analytical approach with demonstrated analysis skills in quantitative data analysis and reporting.
- A knowledge of the Catholic Church and its structures.
- An understanding of and willingness to work within the Catholic ethos.
- Australian Driver's license and ability to attend work sites as required.

Position Impact

Under the oversight of the General Counsel, the Diocesan Safety Officer has been assigned the financial delegation to manage resources up to the limit prescribed in the Operational Budget.



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Staffing

The Diocesan Safety Officer does not have any subordinate staff reporting to them.

Annual review

The position and incumbent will be subject to a formal annual performance review against key performance indicators and to establish future goals and objectives.

Criminal Screening and Working Rights

The successful candidate **MUST** provide:

1. a current **Police Record Check**, and
 2. **Working with Children Check**, and
 3. hold **valid Australian working rights**.
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POSITION DESCRIPTION ACKNOWLEDGEMENT

I have received, reviewed, and fully understand the content of this position description. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under all conditions as described.

Name

Signature

Date

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