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| Role: | Professional Standards Manager |
| Location: | Middle Park, Melbourne, Victoria <i>(applications will be considered from suitably qualified candidates whose physical location would require them to work remotely – but you will need to be able to attend our office at least once per month in person)</i> |
| Key Purpose: | The primary function of the role is to provide high-level executive support and advice to the Provincial in respect of managing historical abuse claims – both civil and National Redress Scheme. |
| Please Note: | Additional hours are available for any candidate that can offer support to our safeguarding program, but this is NOT a specific requirement. If you are interested in the Safeguarding element then please simply note and address this in your application. <i>The key focus of this role is Professional Standards and your application will not be disadvantaged if you do not wish to also take on the Safeguarding role.</i> |
| Nature of the Role: | This role is being offered as a one day per week (preferably TUE or WED or THU), direct employment role including annual and sick leave entitlements. We are open to the option of working more flexibly, including two-half days. Candidates who wish to nominate alternative arrangements (including working on a casual basis or as a contractor) are welcome to apply and note this preference. It is hoped that that the successful candidate might have some flexibility to attend limited activities on other days – including reporting to Council and attending mediations. |
| Commencement: | ASAP |
| Salary: | <ul style="list-style-type: none"> • Ordinary hours are paid at \$70 per hour, plus applicable superannuation. • A further 25% loading is available if engaged as a casual. |
| Supervision: | Your day-to-day line manager will be the Provincial Business Manager. In respect of all matters relating to the management of legal matters you will liaise with and report directly to the Prior Provincial. |
| Safeguarding: | The Carmelites of Australia & Timor-Leste are committed to safeguarding children and adults at risk and have a zero-tolerance policy to abuse. We have robust recruitment procedures to select suitable people and provide our personnel with ongoing training and support to meet their safeguarding obligations. The successful candidate for this position will be subject to both police and Working with Children Checks. |

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| <p><i>Who are we?</i></p> | <p>The Carmelites are a Catholic religious order of priests and brothers (friars) who work in both Australia and Timor-Leste. They have a specific focus on spirituality, prayer and service.</p> <p>In Australia, we operate a Spirituality Library and Centre, a small low-income retirement village and social housing, and we administer three parishes in Melbourne, Sydney & Brisbane.</p> <p>Our Australian charity, Carmel Impact (https://carmelimpact.org.au/), runs an education program including providing scholarships for 40 Timorese students (secondary, vocational and university), and operating a boarding house and a range of school support programs in Zumalai.</p> <p>In Timor-Leste we run retreats, work in universities and chaplaincy, provide pastoral leadership in parishes and support the formation and preparation of Carmelite students for the priesthood.</p> |
| <p><i>Key Responsibilities:</i></p> | <ol style="list-style-type: none"> 1) Case Management: <ol style="list-style-type: none"> a) Liaise with our lawyers and insurers in the management of civil claims in the VIC and WA jurisdictions b) Liaise with the National Redress Scheme and manage claims c) Liaise with other Catholic entities as required in matters of mutual concern d) Update the Provincial on the progress of matters as required, and provide advice in respect of specific matters 2) Communication & Learning <ol style="list-style-type: none"> a) Update the Provincial Council each quarter on the progress of current matters. b) Monitor and advise the Provincial Council about current changes to the Professional Standards environment and suggested responses. 3) Other duties as directed. |
| <p><i>Additional Responsibilities for the optional Safeguarding Role</i></p> | <ol style="list-style-type: none"> 1) Provide expert advice and executive support to the work of the Provincial Safeguarding Committee, and the Timor-Leste sub-committee. 2) Identify high risk issues / areas of ministry and practice, across all levels of the organisation, to achieve process improvements to enhance professional standards consistent with the mission and ethos of the Catholic Church and the Carmelites and all applicable legislation. 3) Mindful of local context, apply the lessons from the Australian Church to support the prevention of harm and abuse in the ministry of the Carmelites in Timor-Leste, via all practical methods and approaches |
| <p><i>Successful candidates MUST HAVE:</i></p> | <ul style="list-style-type: none"> • Excellent English language skills (written and spoken) • Professional experience in either legal or Church environments • Current understanding of the Australian Professional Standards environment • Attention to detail • Contemporary computer expertise, including Outlook, Word and online database systems |

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| <p><i>These additional skills would be WELL REGARDED and should be referenced in your application:</i></p> | <ul style="list-style-type: none"> • Relevant Tertiary Qualifications • Familiarity with the Catholic Church and religious congregations • Legal Expertise |
| <p><i>Application Process:</i></p> | <p>To apply, please provide:</p> <ol style="list-style-type: none"> 1) An application letter of between one and two pages that responds to the “MUST HAVE” and “WELL REGARDED” sections discussed above. 2) A resume of up to four pages that includes your: <ul style="list-style-type: none"> • Contact information • Education and Qualifications • Work History & Experience <p>This should be sent to: businessmanager@carmelites.org.au</p> <p>If you have any questions about the role or application process these can also be directed to this email address.</p> <p>Applications will be accepted until 5PM (AEDST) MON 02 MAR 2026.</p> |