



Archdiocese of Hobart

Position Description: Projects and Operations Officer (Chancery)

Program:	Chancery
Location:	35 Tower Road, New Town
Reports To:	Vice Chancellor
Approved by:	Executive Director, Administration and Finance
Version:	September 2026
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 Roman Catholic Archdiocese of Hobart is the Latin Rite diocese whose ecclesial jurisdiction encompasses the entire geographic area of Tasmania. Under the pastoral leadership of the Archbishop of Hobart it is committed to proclaiming the Gospel through worship, faith formation, education, pastoral care, advocacy and services. Guided by the Gospel values of service, stewardship, integrity and missionary discipleship, the Archdiocese works to promote human dignity, strengthen communities and contribute to the common good of all Tasmanians.

Employment in and by the Catholic Church is substantially different from secular employment. Employees play an important role in supporting the mission of the Church and are expected to conduct themselves in a manner consistent with the mission of the Archdiocese and the values and teachings of the Catholic faith.

Organisational Environment

“Chancery” is the traditional name for those administrative offices of a Catholic diocese which directly support the diocesan bishop. In the Archdiocese of Hobart, the Chancery provides advice and support to the Archbishop of Hobart, Vicar General and Diocesan Curia in the pastoral governance and administration of the archdiocese, its parishes, diocesan entities and agencies.

Primary Objectives

Reporting to the Vice Chancellor, the Projects and Operations Officer provides project, operational and administrative support to advance the mission and strategic priorities of the Archdiocese of Hobart. The role coordinates initiatives, fosters stakeholder engagement, supports organisational systems and contributes to the effective administration of Catholic Cemeteries Tasmania.

The role works collaboratively with other members of the Chancery and can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this level.

Major Accountabilities

1. Catholic Cemeteries Coordination

Coordinate the administration and stakeholder engagement activities associated with Catholic Cemeteries Tasmania.

Key responsibilities

- Coordinate enquiries regarding interments and cemetery services.
- Maintain cemetery administration records and databases.
- Liaise with funeral directors, contractors and regulators.
- Support site presentation, maintenance coordination and reporting.
- Assist in policy development and community communications.

2. Strategic Projects and Organisational Initiatives

Support the planning, coordination and delivery of strategic projects, business improvements and diocesan initiatives that advance the mission and operational priorities of the Archdiocese.

Key responsibilities

- Coordinate the delivery of organisational projects and strategic initiatives.
- Prepare project plans, reports, implementation schedules and governance documentation.
- Monitor progress, identify risks and support effective decision-making.
- Assist business units, parishes and agencies to implement agreed initiatives.
- Support change management, communication and stakeholder engagement activities.
- Contribute to process improvement and continuous improvement initiatives.

3. Stakeholder Engagement and Parish Support

Build productive relationships and provide practical support to parishes, agencies and stakeholders through effective communication, coordination and service delivery.

Key responsibilities

- Act as a key liaison point between the Chancery, parishes and external stakeholders.
- Support adoption and effective use of diocesan systems and processes.
- Facilitate training, communication and implementation activities.
- Develop guidance materials and communications.
- Promote consistency and good practice across diocesan operations.

4. Digital Systems and Business Improvement

Support the effective use of diocesan information systems and identify opportunities to improve administrative efficiency and service delivery.

Key responsibilities

- Coordinate support for Parish Administration Communication and Engagement Management (PACEM) and related systems.
- Assist users with platform implementation and improvement initiatives.
- Maintain accurate records and reporting.
- Identify opportunities for digital enhancement and process improvement.
- Liaise with software vendors and service providers.

Risk and Work Health & Safety

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

Employees are expected 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.

Employees are required to observe safe work practices in accordance with training and instruction given and report any risk to their immediate supervisor. Risks arising in the workplace may be financial, site, task or person specific or related to safety.

Key Communications Linkages

In addition to the Vice Chancellor the position communicates regularly with:

- Vicar General and Chancellor.
- Executive Director, Administration and Finance.
- Catholic Development Fund.
- Chancery and other Archdiocesan Agency Staff including Finance & Payroll.
- Parish Clergy, Religious, Staff and volunteers.
- Cemetery Regulator, Local Government Authorities and Funeral Directors.
- Parishioners and Members of the Public.

Selection Criteria

1. Demonstrated understanding of, respect for, and commitment to supporting the mission, values and activities of the Catholic Church and the Archdiocese of Hobart.
2. Strong interpersonal and communication skills with the capacity to build productive relationships and work collaboratively with a diverse range of stakeholders.
3. Demonstrated ability to coordinate projects, programs, events or operational activities and deliver agreed outcomes within established timeframes.
4. Highly developed organisational skills, including the ability to manage competing priorities, solve problems and maintain attention to detail in a dynamic environment.
5. Experience using business systems, databases or digital platforms and the ability to identify opportunities to improve processes and service delivery.
6. Demonstrated ability to exercise sound judgement, maintain confidentiality and handle sensitive matters with professionalism and discretion.
7. Experience in administration, coordination, customer service, stakeholder engagement, project support or a related field.
8. Ability and willingness to undertake the relevant employee screening processes, including the provision of a National Police Criminal History Check satisfactory to the Archdiocese of Hobart and registration to Work with Vulnerable People (Tasmania).

Desirable

- Experience working within a faith-based, not-for-profit, education, government or community organisation.
- Knowledge of Catholic structures, governance or pastoral ministry.
- Experience supporting organisational projects, change initiatives or business improvement activities.
- Familiarity with cemetery, parish or community service operations.
- Experience coordinating events, stakeholder engagement activities or community programs.