

## **Director of Professional Standards Anglican Diocese of Grafton**

### **Schedule 1 – Position Description**

Position Title:	Director of Professional Standards
Department:	Bishop's Registry, Anglican Diocese of Grafton
Position held by:	Ms Amanda Hickey (Evoke Mediation and Dispute Resolution) Previous incumbents were contracted
Role type:	Part-time; Ongoing
Reports to:	Chair: Grafton Professional Standards Committee regarding work objectives and expectations; Registrar/General Manager regarding employment conditions and professional development

#### **THE ROLE**

The Director of Professional Standards (DPS) is a key person in the efforts of the Diocese of Grafton to apply appropriately high standards of behaviour in the ministry of the Anglican Church in the diocese.

The DPS is to act as the first point of contact for complaints, questions and concerns of behaviour regarding past and present office bearers and volunteers of the diocese and its organisations. The DPS will ensure that information provided to her/him concerning inappropriate behaviour (with an emphasis on abusive behaviour) is appropriately investigated and where required, reported to external authorities and/or examined under diocesan disciplinary procedures.

The DPS is to assist the Professional Standards Committee of the Diocese of Grafton with its efforts in providing redress to victims of abuse, in developing policies, protocols and procedures for professional standards in the diocese, and in the dissemination of information and training designed to raise the awareness of appropriate behaviours within the diocese.

The DPS is to work cooperatively with officers of other dioceses of the Anglican Church of Australia and other relevant bodies to aid a general lifting of standards and the bringing of perpetrators of abuse to account.

#### **REPORTING RELATIONSHIPS**

The Director of Professional Standards reports to the Chair of the Professional Standards Committee in relation to the conduct of her/his work especially with regards to the setting of priorities and the allocation of time resources.

#### **POLICY FRAMEWORK**

The DPS will work within the legislative and policy requirements of The Anglican Diocese of Grafton and the State of New South Wales including:

- Crimes Act of NSW 1900
- NSW Ombudsman's Act 1974
- NSW Children and Young Person's (Care and Protection) Act 1998
- NSW Freedom of Information Act 1989
- NSW Privacy and Personal Information Protection Act 1998

- Anglican Diocese of Grafton Professional Standards Ordinance 2004
- Anglican Diocese of Grafton Protocol for Dealing with Complaints of Sexual Abuse 2004

The above list includes amended versions of each legislation or policy and any relevant superseding legislation or policy.

## **HOURS AND LOCATION**

The role is 20 hours per week and located in Grafton. There is some flexibility in how the 20 hours per week are scheduled and the ability to work from other locations. However, there will be an expectation of regular personal interaction with the Bishop of Grafton, Registrar and other members of the Bishop's Registry and to attend meetings held in Grafton.

## **MAJOR DUTIES AND RESPONSIBILITIES**

### **Role Specific**

- Provision of a 24 hr 7 day initial response and triage of complaints;
- Complaints handling and management as per the diocesan protocols and ordinances;
- Completion of relevant risk assessments;
- Provision of advice regarding management of persons of concern;
- Maintenance of the Anglican National Register of Persons of Concern;
- To assist the Diocesan Professional Standards Committee in its work including:
  - Assist with the referral of matters to the Diocesan Professional Standards Board;
  - Advice on policy related to Professional Standards and Safe Ministry;
  - Advice on safe ministry training;
  - Assistance and advice with compliance to NSW Ombudsman's Legislation and other statutory requirements;
  - Assistance and advice re co-ordination of victim support;
  - Assistance and advice re appropriate screening of clergy and church workers;
  - Assistance and advice with responses to the Royal Commission into Institutional Handling of Child Sexual Abuse; and
  - Provide other assistance as required.
- Assist in the process of screening church workers.
- As required, work with statutory authorities such as Police, Office of the Children's Guardian, Department of Family and Community Services and others.
- Act as the Mandated Reporter to the NSW Department of Family and Community Services.
- Represent The Anglican Diocese of Grafton at the National Directors of Professional Standards Network and other networks as agreed.
- Provide advice and support to the Bishop of Grafton (or the Bishop's delegate) in all matters under the Professional Standards Ordinance and in relation to safe ministry practices.
- Liaise with the Registrar as required on matters such as responses to the National Redress Scheme, information for civil settlements, other legal matters, insurance, records and databases related to safe ministry compliance, engagement of consultants and further resources for safe ministry.
- Provide support to the Grafton Anglican Schools Commission on policies and practices relating to safe ministry and child safety in the schools of the diocese.
- Participate in any external audit of safe ministry in the Diocese of Grafton.

- Receive complaints of bullying, harassment or other grievances and ensure that these are appropriately investigated, considered and resolved;
- Provide training, advice and support for clergy and parish officers.
- Any other lawful instruction from the Bishop of Grafton or the Registrar.

#### **Participation in Registry Improvement**

- Provide input into the maintenance and improvement of computing and physical record systems from a professional standards perspective including databases (or similar) that assist with the management of professional standards and safe ministry;
- Provide input into improvements to file security and safe electronic storage;
- Participate as part of the office team in the general improvement of the operation of the Bishop's Registry.

#### **General**

- Work within the delegations and reporting structure of your role.
- Work in a manner that maintains your safety and safety of others.
- Maintain external professional supervision that will assist you in sustainable and reliable provision of support to victims of abuse, complainants and respondents.
- Maintain appropriate privacy for personal information that you collect or become aware of through your employment with the Anglican Diocese of Grafton.
- Except as required by law, you are to maintain confidential all confidential and sensitive information of the Anglican Diocese of Grafton and its entities except to the extent that this information is already in the public domain.
- Work closely with the Professional Standards Committee, Bishop, Registrar and staff of the Registry building rapport and constructive working relationships.
- Through your personal presentation, communication and actions, reinforce the efforts of the Anglican Diocese of Grafton to ensure that appropriate professional standards are integrated with its mission.
- Attend committee meetings as required.
- Undertake any travel that is reasonably required as part of this role.

## **Schedule 2 – Selection Criteria**

### **KEY SELECTION CRITERIA**

#### ***Mandatory***

- A good understanding of the ethos and governance of the Anglican Church.
- A high level of listening and communication skills.
- No record of criminal history contained in a National Police Certificate.
- Current Working With Children's Check clearance issued by the NSW Office of the Children's Guardian.
- Bachelor level qualifications in any of psychology, education, social work, law or counselling (or the equivalent in combination of experience and education).
- Registration in New South Wales for disciplines to which registration applies is mandatory.
- Good mental health and wellbeing.
- Ability to self-manage to handle after hours and weekend duties (e.g. emergency calls) in a sustainable manner.
- Computing skills to enable good administration in the role.
- Holding a current driving license.

#### ***Preferred***

- Experience in a similar role.
- At least 10 years of experience following graduation.
- Skills and experience in conducting investigations of complaints.
- Membership of a professional association in the area of any of psychology, education, social work, social welfare, policing, law or counselling.

### **CRITICAL COMPETENCIES**

- A sound understanding of the needs of people affected by abuse, harassment or misconduct and the profile of people perpetrating such behaviour.
- A sound understanding of the legal, ethical and moral responsibilities associated with handling information about abuse, harassment and misconduct.
- Good administrative skills including good record keeping, report writing, time management and information management.
- Good educative skills for the communication with individuals and groups at all levels for good awareness and behaviours in safe ministry.
- Capacity to read, understand and advise on relevant legislation and policy documents for compliance.
- Capacity to develop and maintain effective interpersonal relationships relative to the role without compromising the objectivity and professionalism of the role.
- Effective self-care including an ability to care for oneself both mentally and physically.
- A good knowledge of the ethos and structure of the Anglican Church.

## **PERSONAL ATTRIBUTES**

- Attention to detail and a desire for continuous improvement.
- Professional ethics of a high standard.
- Effective communicator in a broad range of situations including training.
- Good self-management.
- Good resilience and an ability to work well under pressure.
- Interpersonal skills to relate effectively to a variety of people and readily build rapport and constructive relationships.

### Schedule 3 – Key Employment Conditions

Employer:	The Anglican Diocese of Grafton
Position:	Director of Professional Standards
Basis:	Salaried position - Part Time (20 hours per week)
Term:	Three years (including a six month probationary period) Possibility of renewal discussed 3 months prior to completion of term
Based at:	Bishop's Registry 50 Victoria St Grafton NSW 2460
Function of Position:	As per the position description provided at Schedule 1.
Commencement Date:	To be determined
Salary Package:	<ol style="list-style-type: none"><li>1. Salary - \$50,000 per annum</li><li>2. Paid monthly on 15<sup>th</sup> of month</li><li>3. No overtime – incumbent may manage hours to compensate for work outside of normal hours</li><li>4. Employer contribution to superannuation at 9.5%</li></ol>
Expenses:	Work related travel expenses will be reimbursed however this will not include travel and associated expenses for attendance of work at Grafton.  Reasonable expenses relating to professional supervision will be reimbursed.

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