



ROLE DESCRIPTION

Role title: Executive Support Officer

Parish/Agency: Institute for Professional Standards and Safeguarding

Reports to: Manager, Institute for Professional Standards and Safeguarding

Location: Favier House, Braddon, ACT

IPSS is responsible for the development, implementation, delivery and monitoring of policy, procedures, formation and education to ensure compliance with legal, civil and Church requirements for safeguarding children and vulnerable adults.

This requires the delivery of transparent management of issues and complaints. In addition, IPSS provides high-level advice to the Archbishop, clergy, key personnel and agencies within the Archdiocese, along with collaborative liaison with other Church authorities such as the National Professional Standards Office and external stakeholders.

Reporting to the Manager, Institute for Professional Standards and Safeguarding (IPSS) and working in close collaboration with the Director and other Archdiocesan agencies, the Executive Support Officer is responsible for a number of critical tasks within the team, and will be concentrating on developing, implementing and maintaining an electronic filing system and naming conventions for IPSS in line with Archdiocesan standards. The position is for full time employment but flexible work arrangements will be considered.

The role holder will need to focus on a large variety of tasks and must be flexible. The role holder will possess a great deal of autonomy and self direction with an ability to identify issues which should be escalated and the timing for that escalation. Well developed writing and analysis skills are essential.

The Archdiocese of Canberra and Goulburn requires that all people working within its institutions and agencies, regardless of religious background or allegiance, respect and support the beliefs and teaching of the Catholic Church.

The Executive Support Officer will be expected to:

- Work closely with IPSS Manager and Director in order to investigate and interview witnesses, especially children, in employment related professional standards, safeguarding and child protection matters.
- Collaborate with relevant Archdiocesan agencies and staff on issues related to safeguarding and investigation.
- Process, and respond, to mandatory reports of child abuse from agencies in the Archdiocese and evaluate relevant data
- Maintain and review for compliance data bases relating to working with children checks
- Develop policy related to the area of safeguarding
- Conduct research and analysis related to safeguarding issues and investigation
- Collaborate with outside agencies on issues relating to safeguarding and investigation
- Provide a regular reporting to the Manager as to case status and deadlines
- Assist with the development and implementation of training initiatives around the Archdiocese
- Provide administration support to the Manager and Director of IPSS including establish and implementing an electronic filing system, compiling case files, both electronic and hard copy and maintaining historical records.

Core Capabilities Required**Essential**

- Investigation and interview competencies
- Legal research
- Policy writing
- Well developed writing skills
- Experience in developing and implementing electronic filing systems
- Confidence to deal with complex issues at a senior leadership level
- Understanding of the critical need for confidentiality
- Demonstrated problem analysis and problem solving skills
- Judgement and decision making ability
- Ability to work as part of a team
- Demonstrated ability to take initiative and work independently
- Demonstrated practical experience in organising and managing people and resources to deliver training events and initiatives
- Well developed interpersonal skills including an ability to approach internal and external relationships with maturity, reliability, cheerfulness and discretion
- Multimedia and/or IT skills.

Desirable

- Training from the NSW Ombudsman Office in investigation or similar
- Formal qualifications in a relevant field including Law, Law-related, Social Work, Pastoral Care, Education or Training.