



## POSITION DESCRIPTION

<b>POSITION TITLE</b>	Diocesan Senior Safeguarding Officer
<b>REPORTS TO:</b>	Diocesan Safeguarding Coordinator, Professional Standards and Safeguarding Office (PSSO)
<b>REPORTING TO THIS POSITION:</b>	N/A
<b>AGENCY:</b>	Diocesan Wide
<b>DEPARTMENTS:</b>	Diocesan Wide with a focus on Catholic Early Learning and Care (CELC) and Centacare FNQ
<b>CLASSIFICATION:</b>	Grade D

### APPROVED BY:

<b>Name:</b> Andrea Fogarty	<b>Approval Date:</b> 1.10.2024
<b>Position:</b> Chief Operating Officer	

## 1. CATHOLIC DIOCESE OF CAIRNS

The Roman Catholic Trust Corporation for the Diocese of Cairns ("RCTC") is incorporated pursuant to letters patent issued under the Religious, Educational and Charitable Institutions Act 1861. The RCTC's purpose is to carry out the mission and objects of the Catholic Diocese of Cairns ("Diocese").

Geographically, the Diocese serves Far North Queensland, extending from Cardwell to the Torres Strait, and west to the Northern Territory border. The Diocese has 23 parishes and is responsible for the provision of a range of regional services under the pastoral care and leadership of the Bishop of Cairns. Services provided by the Diocese include education, welfare, childcare, pastoral care, outreach and other central services. The Diocese also has other connections with various ministries and Catholic groups within the Diocese.

The Bishop has executive power over the Diocese which he exercises personally and through his delegates.

## 2. YOUR AGENCY / DEPARTMENTS

This role is a Diocesan wide role however will focus on covering all aspects of safeguarding children and adults-at-risk within Catholic Early Learning (CELC) and Centacare FNQ along with providing a consultative service to those entities on matters of child protection.

The role reports to the Diocesan Safeguarding Coordinator (DSC), within the Professional Standards and Safeguarding Office (PSSO). Whilst the focus for this role will be to support CELC and Centacare FNQ to implement safeguarding requirements pursuant to the National Catholic Safeguarding Standards, you will also work with the Safeguarding Coordinator in all other areas of the Diocese including business entities, parishes, ministries and church activities where required.

## 3. MAIN PURPOSE OF THIS ROLE

The Diocese seeks to promote and support safe service environments for children and adults at risk providing the necessary policies and support processes and systems, to everyone involved in church activities throughout the

Diocese of Cairns, including CELC and Centacare FNQ. With support of the DSC you will assist in the implementation of Safeguarding policy and the National Catholic Safeguarding Standards including CELC and Centacare FNQ and report on evidence to comply with those Standards across the entities. This will be achieved through the provision of induction and education resources and setting up and oversight (maintenance) of recording systems, and quality control of recruitment, induction, training along with the coordination and successful completion of the Diocesan National Safeguarding Standards Auditing process into the future.

To ensure the safety of children and at-risk-adults along with maintaining legislative and policy compliance across CELC, Centacare FNQ and the Diocese, you, with the support of the DCS and Executive Manager PSSO will provide a consultative service for all matters of child protection, child sexual abuse reporting and the management of at-risk-adults.

#### 4. POSITION REQUIREMENTS

1. Tertiary qualifications and/or experience in child protection, justice, regulatory and compliance fields and community engagement.
2. Demonstrated knowledge of child protection legislation, Human Rights Act and associated laws, for the protection of children and vulnerable persons.
3. Ability to demonstrate integrity, strict confidentiality and sensitivity.
4. Experience in developing, delivering and reviewing, training and group presentations in various formats.
5. Demonstrated ability to interpret and apply legislation, standards, policies and procedures.
6. High level communication and relationship building skills with an ability to engage with a diverse range of stakeholders, from clergy, parishes, volunteers, and other diocesan agencies, entities and ministries.
7. Proficient information management and technology skills.
8. Ability to work autonomously with well-developed organisational, time management and administrative skills while also being able to work effectively as part of a team.
9. As a genuine occupational requirement, the position requires that the Employee's conduct and lifestyle align with principles of Catholic Social Teaching.
10. A valid Positive Notice Blue Card – No Card, No Start laws apply.
11. Current open Driver's Licence and ability to drive.
12. Suitable Police Certificate.
13. Ability to travel and work outside of ordinary hours including weeknights and weekends where necessary.

Desirable:

14. Understanding of the Community Services industry and or Child Care Services in Australia and the relevant Regulations.
15. Experience in accreditation processes, and implementation of quality systems including coordinating internal audits, preparing relevant documentation and quality improvement plans.
16. Experience in the implementation, monitoring, use and development of integrated mandatory reporting systems.

#### 5. CORE COMPETENCIES & INTERPERSONAL SKILLS

In addition to specific knowledge and skills required for the position, the position will demonstrate the following personal and interpersonal skills in the course of their duties:

- Demonstrated high level of effective interpersonal and written communication skills.
- Demonstrated ability in the management of issues involving the law.

- Experience in achieving and maintaining compliance with government or organisation policies.
- Discreet and able to maintain personal confidences
- Demonstrated initiative (e.g. coping with unexpected work situations and conflicting priorities)
- Demonstrated skills in working independently and as part of a team and the ability to identify and keep relevant stakeholders informed.
- Empathy with people's concerns
- Time management – identifying which tasks take priority
- Speed and accuracy in work habits so deadlines can be met
- Mature outlook and ability to work under limited supervision
- Undertake travel throughout the Diocese as required by the responsibilities of the position.
- Maintain confidentiality - As an employee of the Catholic Diocese of Cairns you must not at any time during or subsequent to your period of employment, disclose any information concerning the business affairs, or property of the Catholic Diocese of Cairns to any third party unless pre-approved by the Bishop or required by law.

## 6. ORGANISATIONAL DUTIES AND RESPONSIBILITIES

### Safeguarding Standards

- The Diocese of Cairns has standards of conduct for workers to maintain a safe and healthy environment for children. Our commitment to these standards requires that we conduct working with children checks and background referencing for all persons who will engage in direct and regular involvement with children and young people (0 - 18 years) and/or adults-at-risk. The organisation is fully committed to child safety and has a zero-tolerance to abuse of children or adults-at-risk.

### Workplace Health and Safety

- Take reasonable care for your own health and safety.
- Take reasonable care that your acts or omissions do not adversely affect the health and safety of others.
- Comply, so far as you are reasonably able, with any reasonable instruction.
- Co-operate with any reasonable policy or procedure.
- Ensure timely and accurate reporting of all incidents and hazards.
- Attend WHS training as directed.

### Public Relations

- Promote a positive image of the Church at all times through professional standards of personal presentation and courteous respectful behaviour.

## 7. PRIMARY DUTIES AND RESPONSIBILITIES OF THIS ROLE

The primary duties and responsibilities of the Senior Safeguarding Officer are as follows:

### Strategic Management

- Contribute to the development and maintenance of the Safeguarding Work Plan to achieve National Catholic Safeguarding Standards compliance.
- Stay informed on contemporary practice and resources related to Child Protection legislation, issues and professional practice.
- Provision of safeguarding advice to management and employees across CELC and Centacare FNQ and when required across the Diocese.

- Consciously create a workplace culture consistent with Diocesan objectives and safeguarding best practice.
- Work collaboratively with all Diocesan divisions.

### **Inductions and Training**

- Assist in the development of Safeguarding and Professional Standards training across CELC and Centacare FNQ and when required across the Diocese.
- Assist in the development and delivery of employee and volunteer inductions in various formats, ensuring content is appropriate for the training recipient.
- Assist in the development and delivery of safeguarding induction to employees at nominated Diocesan divisions including CELC and Centacare FNQ.
- Contribute to the development and implementation of online safeguarding resources and training modules.
- Contribute to the development and review of quality documents associated with the position.

### **Audit and Compliance**

- Support the Coordinator to maintain an 'Audit Schedule' compliant with National Catholic Safeguarding Standards and relevant policy and legislation for all Diocese entities.
- Assist with the development of an audit system and support CELC and Centacare FNQ to assess NCSS necessities against current regulatory requirements.
- Provide practical advice and 'hands-on' assistance to achieve compliance with National Catholic Safeguarding Standards.
- Escalate notifiable or high-level concerns to the line manager or Executive Manager as soon as practicable.

### **Consultations**

- Provide expert advice to employees across CELC and Centacare FNQ and where required across the Diocese on matters of child protection, child sexual abuse and mandatory reporting.
- Maintain detailed consultative notes utilising the PSSO reporting systems.
- Assist in the preparation of the PSSO annual and quarterly reporting to demonstrate quantitative and qualitative data relevant to consultations and mandatory reporting.

### **Evaluation and Continuous Improvement**

- Maintain records and compile statistics accurately and in a format suitable for the preparation of reports.
- Identify and provide regular feedback to the line manager with regards to relevant issues, trends, gaps and performance within the organisation.
- Participate and prepare for supervision and annual appraisal meetings.
- Participate in and contribute to team meetings, training and planning activities, service evaluation and quality assurance activities.

Undertake other duties as directed by those authorised to give such direction, within the scope of expertise and training.

## 8. KEY RELATIONSHIPS

### External

Australian Catholic Safeguarding Limited.  
Queensland Professional Standards Office  
Queensland Police Service Child Protection Unit (CPIU)

### Internal

Executive Manager PSSO  
ED CELC and Centacare FNQ  
Director CELC  
Advisory Boards  
Diocesan Clergy & Religious  
All Diocesan Agency Staff

## 9. KEY PERFORMANCE INDICATORS

- Work plan objectives attached to the position are met.
- Positive feedback is received on the quality of your work.
- Maintain the highest standards of confidentiality and ethical behaviour.
- Adherence to diocesan policies and procedures specific and relevant to the role.
- Compliance with Work Health and Safety Policy and Procedures and instructions provided in respect to the Health and Safety of yourself and other persons.

## 10. DECISION MAKING / AUTHORITY LEVEL

Authority to approve expenditure outside of approved budget without further approval: \$Nil

This position also has the authority to:

- To cease any work being undertaken on unsafe grounds (if a life threatening or serious situation exists).

This position also has:

- Access to sensitive information as approved

## 11. ADDITIONAL REQUIREMENTS

- A commitment to the mission and objectives of the Catholic Diocese of Cairns.
- Physical requirements of the position:
  - Work generally performed in an office setting
  - Work is performed across Diocesan sites and facilities
  - Manoeuvring within an office setting
  - Frequent use of telecommunication and electronic equipment
  - Use of a motor vehicle for travel

## 12. EMPLOYEE ACCEPTANCE

Statements included in this description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive. All employees are required to carry out all duties in accordance with policies and procedures of the Catholic Diocese of Cairns, and relevant agreements and to act at all times with integrity and professionalism.

I note that Position Descriptions are under periodic review, and may be changed, after consultation, at any time. I have read this Position Description and agree to carry out the duties and responsibilities as outlined above.

**Signed**

**Date**