

## **POSITION DESCRIPTION**

### **BISHOPS COMMISSION FOR ADMINISTRATION AND INFORMATION**

POSITION TITLE:	Director, Office for Employment Relations
REPORTS TO:	Bishops' Delegate for Employment Relations
FULL TIME EQUIVALENT:	1.0 Full Time
HOURS PER WEEK:	37.5
LOCATION:	Canberra ACT, Melbourne V or Sydney NSW
AUTHORISED BY:	Chairman, Bishops Commission for Administration and Information

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#### **Primary Objectives**

The Director's primary objectives are to: develop and promote best practice employment relations policies and procedures, particularly within the Australian Catholic Bishops Conference, but also with other Catholic Church employers; work with the Secretariat for Justice and Service in identifying and influencing public policy affecting employment relations issues; and maximise the effectiveness of these objectives and their adherence to Catholic Social Teaching through the support of the Australian Catholic Council for Employment Relations.

#### **Major Accountabilities**

Direct the Office for Employment Relations in accordance with an approved budget and provide regular comprehensive reports of activities and financial matters to the Bishops Commission for Administration and Information.

Provide an employment relations service to agencies of the Australian Catholic Bishops Conference and advice to other Catholic employers, including: the development of position descriptions; job advertisements; facilitation of personnel selection; specification of letters of appointment; control of disciplinary action and termination of employment.

Develop and maintain best practice employment relations policies, procedures, practices, guidelines and manuals for implementation by the Australian Catholic Bishops Conference and communication to other Catholic Church employers.

Provide administrative support to the Australian Catholic Council for Employment Relations.

Work with the Secretariat for Justice and Service, with the advice of the Australian Catholic Council for Employment Relations, to monitor, research and analyse public policy issues emerging within Australia in order to recommend a position to be communicated to national, state and territory levels of government.

Work with the Secretariat for Justice and Service with the advice of the Australian Catholic Council for Employment Relations to formulate and present submissions to government commissions and tribunals on employment relations matters.

Work with the Secretariat for Justice and Service with the advice of the Australian Catholic Council for Employment Relations to develop and maintain publications dealing with employment relations matters.

Maintain and enhance effective networks with agencies, groups and key individuals on employment relations matters within and external to the Church using a variety of media, including newsletters, conferences, seminars and workshops.

## **Organisational Environment**

The Bishops Commission for Administration and Information promotes the life and mission of the Catholic Church in Australia in the areas of: the supervision of the finances of the Conference; the provision of information on the structure and activities of the Conference through suitable publications and especially the Internet; research into pastoral issues and provision of data on aspects of church life; the conditions of employment of employees of the Conference; advising the Conference on national policy issues involving the administration of temporal goods; preparation, research, co-ordination and issuing of public and media statements and submissions to Government.

The Office for Employment Relations provides a service to all agencies of the Australian Catholic Bishops Conference on employment relations matters, including recruitment, performance management, disciplinary action and termination of employment. It also manages and delivers projects determined by the Bishops Commission for Administration and Information on the advice of the Australian Catholic Council for Employment Relations.

The Director is accountable to the Bishops' Delegate for Employment Relations for the efficient operation of the Office for Employment Relations.

## **Key Communications**

Bishops' Delegate for Employment Relations: to report to on a regular basis

Chairperson of the Australian Catholic Council for Employment Relations: to provide secretariat support and facilitate the flow of information to and from the Bishops Commission for Administration and Information and the Bishops Commission for Justice and Service.

Business Manager: to cooperate with on the: recruitment, performance management and termination of employees; development and maintenance of policies, procedures and standard documentation for agencies of the Australian Catholic Bishops Conference.

Business Manager's staff: to obtain administrative support, and accounts and payroll services to maintain the operations of the Office for Employment Relations.

Executive Secretary for Justice and Service: to cooperate in the major accountabilities that relate to public policy and advocacy in employment relations matters.

Communications Officer: to cooperate in the preparation of media release and statements and the development of communication strategies.

Research Director: to cooperate in the major accountabilities that require communication with federal, state and territory ministries and departments.

Catholic Education Offices' industrial relations and human resource practitioners, Centacare Directors, Congregational business and human resources managers, Diocesan financial administrators and human resources managers, Parish Priests and administrators: to provide advice, and develop and maintain networks.

## **Decision Making**

The Director will make all decisions about the day to day management of the Office for Employment Relations within established policies and procedures.

The Director will consult with the Bishops Delegate for Employment Relations before making a decision about the delivery of projects that are outside established policies and procedures. The Director will consult with the General Secretary, Business Manager, or relevant Executive Secretary in accordance with the requisite competency before making a decision related to that competency.

The Director will refer all decisions about the management of projects that are outside the competency of the position to the Bishops Delegate for Employment Relations.

## **Challenges**

The Director will be challenged by the need to facilitate an employment relations services to agencies of the Australian Catholic Bishops Conference while cooperating with the Secretariat for Justice and Services in the identification of public policy issues related to employment relations.

## **Knowledge, Skills and Experience**

A minimum of five years significant experience in an employment relations or related environment is essential

A demonstrated commitment to Catholic Social Teaching and understanding of the ethos of the Catholic Church

A sound understanding of the processes involved in the recruitment, performance management and termination of employees

Excellent electronic, oral and written communication skills

Demonstrated experience in and a willingness to working in a small team with minimal supervision

Demonstrated experience in the use of Microsoft Windows operating systems and Microsoft Office applications

Proven ability in designing, leading and undertaking project work at a high structural level often involving many stakeholders is desirable

A sound knowledge and understanding of the structures and various ministries of the Church in Australia is desirable

An understanding of the processes required in maintaining a current and informative web site is desirable

A tertiary qualification in an employment relations or related discipline is desirable

**Position Impact**

The Director is responsible for fixed assets and an annual budget in the order of \$300,000.

## **POSITION DESCRIPTION**

### **BISHOPS COMMISSION FOR MISSION AND FAITH FORMATION**

POSITION TITLE:	Office Manager, Catholic Enquiry Centre
REPORTS TO:	Director, Catholic Enquiry Centre
FULL TIME EQUIVALENT:	1.0 Full Time
HOURS PER WEEK:	37.5
LOCATION:	St Leonards, New South Wales
AUTHORISED BY:	Chairman, Bishops Commission for Mission and Faith Formation

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#### **Primary Objectives**

The Office Manager is responsible for the efficient operation of the Catholic Enquiry Centre, in particular overseeing the information management systems, as well as supporting the Director, Projects Manager and other members of staff as required.

#### **Major Accountabilities**

Provide a reception facility, including telephone, facsimile, electronic and personal visits, to present a welcoming, friendly and helpful face of the Catholic Enquiry Centre, and to evangelise our enquirers by strong personal witness.

Administer useful, contemporary and efficient information management systems, including web site, donors and sponsors databases, and enquirers database.

Manage petty cash, and the procurement of stationery and office supplies.

Ensure professional and consistent presentation of all material issued from Catholic Enquiry Centre, including assisting in the preparation of promotional material.

Support customers, including priests and parish personnel, with the best use of materials to promote the Church's work of evangelisation.

Assist the Director in seeking and developing opportunities for fundraising to fund new initiatives.

Assist the Director in the role of Executive Secretary of the Bishops Commission for Mission and Faith Formation.

#### **Organisational Environment**

The Bishops Commission for Mission and Faith Formation supervises the activity of the Australian Catholic Bishops Conference and its agencies in the areas of: outreach to those who are not Catholic; outreach to those who are disconnected from the Church. The Bishops Commission for Mission and Faith Formation undertakes public and private advocacy in support of positive social values in the media.

The Catholic Enquiry Centre, founded for the better knowledge of Jesus Christ and the Catholic Church, serves Catholics returning to the practice of the faith (pastoral), those searching for faith (evangelical), and people of other faith traditions (ecumenical). The Catholic Enquiry Centre develops evangelical and catechetical material and systems to facilitate communication in order to promote the Catholic faith.

The Office Manager is responsible for the efficient operation of the office, in particular overseeing the information management systems, as well as supporting the staff of the Catholic Enquiry Centre in achieving their objectives.

### **Key Communications**

Church Resources: to coordinate maintenance of the web site and best use of information and communications technology

General Secretariat: to participate in a timely and efficient accounts, purchasing and sales system

Information and Communication Technology specialists: to obtain expert advice on system design and implementation

Suppliers: to ensure supplies are procured in a timely manner and in accordance with policies and guidelines

### **Decision Making**

The Office Manager will make all decisions about the day to day management of the Catholic Enquiry Centre within established policies and procedures.

The Office Manager will consult with the Director of the Catholic Enquiry Centre before making a decision about the management of the Catholic Enquiry Centre as defined by established policies and procedures.

The Office Manager will refer all decisions about the management of the Catholic Enquiry Centre that are outside the competency of the position to the Director of the Catholic Enquiry Centre.

### **Challenges**

The Office Manager will need to review current systems and develop new systems in order to increase the efficiency of the Catholic Enquiry Centre and so to assist the Director in increasing fundraising needed to raise its profile to further promote the pastoral and evangelical activities of the Australian Catholic Bishops Conference.

### **Knowledge, Skills and Experience**

Demonstrated commitment to the ethos and values of the Catholic Church, with a specific enthusiasm for evangelisation

Demonstrated experience (minimum four years) in an office manager or similar role with a focus on attention to detail and organisational skills

High level electronic, oral and written communications skills

Ability to work in a small team with minimal supervision with a proactive approach and commitment to meeting tight deadlines on a number of concurrent tasks

Experience with Microsoft Windows operating systems, Microsoft Office software applications and a knowledge of web design and desktop publishing software packages

Sound knowledge of the principles of marketing, public relations and fund raising

## **POSITION DESCRIPTION**

### **BISHOPS COMMISSION FOR CHURCH MINISTRY**

POSITION TITLE:	Projects Officer
REPORTS TO:	Director, Office for the Participation of Women
FULL TIME EQUIVALENT:	1.0 Full Time
HOURS PER WEEK:	37.5
LOCATION:	Braddon, Australian Capital Territory
AUTHORISED BY:	Chairman, Bishops Commission for Church Ministry

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#### **Primary Objectives**

The Projects Officer's primary objective is to assist the Directors of the Office for the Participation of Women and the Office for Clergy Life and Ministry in the management and delivery of projects determined by the Bishops Commission for Church Ministry.

#### **Major Accountabilities**

Assist the Director of the Office for Clergy Life and Ministry in undertaking projects determined by the Bishops Commission for Church Ministry.

Assist the Director of the Office for the Participation of Women in undertaking projects determined by the Bishops Commission for Church Ministry in implementing the recommendations of the Bishops' Social Justice Statement on the participation of women in the Church.

Manage specific works of the Office for Clergy Life and Ministry as determined by the Director.

Manage specific works of the Office for the Participation of Women as determined by the Director, including the Catholic Women's Weekly electronic newsletter.

Provide secretariat support to the Australian Council for Clergy Life and Ministry as determined by the Director of the Office for Clergy Life and Ministry.

Provide secretariat support to the Council for Australian Catholic Women as determined by the Director of the Office for the Participation of Women.

#### **Organisational Environment**

The Bishops Commission for Church Ministry is mandated by the Australian Catholic Bishops Conference to address the issues of people in the ministry of the Church, including clergy, laity and religious, as well as specific issues related to the participation of women.

The Office for the Participation of Women is mandated to undertake projects as determined by the Bishops Commission for Church Ministry in implementing the recommendations of the Bishops' Social Justice Statement on the participation of women in the Church.

The Office for Clergy Life and Ministry is mandated to undertake projects as determined by the Bishops Commission for Church Ministry in the care and professional development of Catholic clergy in Australia.

The Projects Officer assists the Directors of both offices in their general operations and the management and delivery of projects determined by the Bishops Commission for Church Ministry.

### **Key Communications**

The Director of the Office for the Participation of Women: to assist and work closely with in the delivery of projects as determined by the Bishops Commission for Church Ministry.

The Director of the Office for Clergy Life and Ministry: to assist and work closely with in the delivery of projects as determined by the Bishops Commission for Church Ministry.

Administrative Assistants of the General Secretariat: to seek administrative support required in the management and delivery of projects.

### **Decision Making**

The Projects Officer will make all decisions about the day to day management of projects within established policies and procedures.

The Projects Officer will consult with the Directors of the Office for Clergy Life and Ministry and the Office for the Participation of Women respectively before making a decision about the delivery of projects that are outside established policies and procedures.

The Projects Officer will refer all decisions about the management of projects that are outside the competency of the position to the Directors of the Office for Clergy Life and Ministry and the Office for the Participation of Women respectively.

### **Challenges**

The Projects Officer will be challenged by the need to deliver projects of the Bishops Commission for Church Ministry for the two offices that it supervises in an efficient and timely manner.

## **Knowledge, Skills and Experience**

Demonstrated commitment to the mission of the Catholic Church

Strong knowledge and understanding of the structures and various ministries of the Church in Australia

An understanding of the issues of people in the ministry of the Church, including clergy, laity and religious, as well as specific issues related to the participation of women

Demonstrated experience in and a willingness to working in a small team with minimal supervision

Proven ability in designing, leading and undertaking project work at a high structural level often involving many stakeholders

Demonstrated experience in the use of Microsoft Windows operating systems and Microsoft Office applications

Excellent electronic, oral and written communication skills

An understanding of the processes required in maintaining a current and informative web site

Tertiary qualification or equivalent experience in a relevant discipline is desirable