



Catholic  
Archdiocese  
of Adelaide



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# CANDIDATE BRIEFING DOCUMENT

MANAGER, INTEGRITY & PROFESSIONAL STANDARDS  
JUNE 2024



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## About Us

Catholicism was planted in South Australia by a small group of Catholics who emigrated from Ireland and England. Initially, they had neither priest nor church, and they met for worship in private houses.

Adelaide's first priest William Benson arrived in Adelaide in 1841. In 1842 Rome subdivided the vast diocese of Sydney, creating a diocese of Adelaide which embraced the new province of South Australia. Francis Murphy was appointed the first bishop in 1843. A courageous defender of the faith, he set about tirelessly raising funds to build schools and churches. Within 15 years he oversaw the building of 12 churches and six chapels as well as the commencement of work on St Francis Xavier's Cathedral.

Today the Archdiocese is home to just under 275,000 Catholics - about 18 per cent of the total population (ABS 2016 Census).

An area of 105,000 sq km takes in the city of Adelaide and outer metropolitan areas as well as the regional areas of Yorke Peninsula, Riverland, Barossa Valley, Adelaide Hills, Fleurieu Peninsula, Kangaroo Island, Coorong, South East and Limestone Coast.

There are 57 parishes with 128 Mass centres, four eparchy (Eastern Rite) and 21 migrant communities, and 89 Catholic schools with more than 43,000 students.

Catholic-affiliated organisations play a significant role in the health, aged care and social services sectors.

## Our Hope for the Future

Following local consultations that took place in the lead up to the Plenary Council and responses to the 2021 Diocesan Assembly, the Archdiocese has been developing a vision and mission for the Church in Adelaide.

The new vision and mission will be based on the desire to be a Church that:

- ▶ Proclaims and embodies the Gospel of Jesus Christ, crucified, risen, and ascended.
- ▶ Is synodal; that walks with all peoples and all of Creation, that listens intently so as to discern the faith in particular contexts, and that engages others in dialogue as missionary disciples of Jesus Christ.
- ▶ Demonstrates inclusive leadership for all who have been called to lead in the Spirit.
- ▶ Engages in good governance, which is transparent, accountable and responsible.
- ▶ Where all are welcomed into communion, participation and mission, where all may find healing and belonging in an encounter with the transformative love of Christ.
- ▶ A diverse tapestry of cultures, styles of prayer and worship, yet able to gather around the table of the Lord in communion.
- ▶ A Church that is unafraid to be a prophetic voice on behalf of the vulnerable and voiceless, that challenges

For more information visit <https://adelaide.catholic.org.au/>



## The Advertised Role

# MANAGER, INTEGRITY & PROFESSIONAL STANDARDS

- Adelaide Based Key Management Role
- Experience in managing an Integrity and Professional Standards Portfolio

The Integrity & Safeguarding Department of the Catholic Archdiocese of Adelaide provides critical support and services to ensure the proper safeguarding of children, young people, and vulnerable adults in the Catholic Archdiocese of Adelaide.

Integrity & Professional Standards investigates, manages and prepares agency responses to complaints received through the National Response Protocol, Integrity in Our Common Mission and the National Redress Scheme.

Reporting to the Executive Director, Integrity & Safeguarding the Manager, Integrity & Professional Standards will lead and manage the SA/NT Professional Standards Office, a key component of the new Integrity & Professional Standards functional arm. The Manager is responsible for:

- Leading and building investigational capability and capacity within the Integrity & Professional Standards functional arm,
- Ensuring compliance with all relevant statutory, legal and regulatory requirements,
- Taking the lead on conducting highly complex and sensitive investigations,
- Implementing strategies to ensure a consistent and transparent investigational process is conducted across all agents of the Archdiocese,
- Ensuring integrity and professional standards policies are developed and maintained in a contemporary manner,
- Developing a contemporary complaints management process which builds confidence in church based activities,
- Building professional and collegiate relationships with safeguarding specialists to best serve the combined needs of the Province.

The successful candidate will bring proven management and leadership skills, including the ability to motivate and manage a dedicated, experienced team. The Manager is responsible for providing timely advice and support for integrity and professional standards matters involving the Archdiocese of Adelaide, the Diocese of Port Pirie and the Diocese of Darwin. It is critical that thorough and transparent investigations are conducted to enhance trust and confidence in the Catholic Church.

A tertiary qualification in management, investigations, policing or psychology is highly desirable. Additionally, a Certificate IV in Investigations will be highly regarded, as will a proven record in leading and building investigational capability and capacity and driving strategic initiatives.

For a copy of the position description visit the VUCA website [www.vuca.com.au/mips](http://www.vuca.com.au/mips), and for a confidential discussion during business hours regarding the position, please contact VUCA Senior Associate, Ms Patricia Williams on 0438 388 530. **Applications, including your current CV and a letter of introduction, are to be forwarded in Word format to [mips@vuca.com.au](mailto:mips@vuca.com.au) Applications close Monday 8th July 2024.**



## Position Description: Manager, Integrity & Professional Standards

POSITION TITLE	Manager, Integrity & Professional Standards
TEAM	Integrity & Safeguarding Department
LOCATION	Catholic Diocesan Centre
REPORTS TO	Executive Director, Integrity & Safeguarding Department
TENURE	Permanent Full Time

### PRIMARY OBJECTIVE OF THIS POSITION

The Integrity and Safeguarding Department provides critical support and services to ensure the proper safeguarding of children, young people, and vulnerable adults in the Catholic Archdiocese of Adelaide. The Department achieves this through thorough screening, provision of contemporary training and education materials in an effort to create a culture of risk identification and risk prevention. The Department is also responsible for management of risk through the provision of high-level investigational practices, including sensitively handling complaints regarding breaches of the code of conduct or allegations of abuse to ensure the protection of children and vulnerable adults. The Department strives to aid in building a safe, transparent and welcoming church environment through a culture of protection and prevention to ultimately ensure confidence is maintained. The services of the Department are extended to supporting the Diocese of Darwin and Diocese of Port Pirie as well.

The Integrity and Professional Standards functional arm is part of the Integrity & Safeguarding Department within the Catholic Archdiocese of Adelaide. Identifying, managing and responding to risk through robust investigational practices and policy development is an important risk mitigation mechanism to adequately safeguard the organisation.

The Manager is accountable to the Executive Director, Integrity & Safeguarding and leads and manages the SA/NT Professional Standards Office. They are required to provide timely advice and support for all matters involving the Archdiocese of Adelaide, the Diocese of Port Pirie and the Diocese of Darwin. The role is responsible for implementing strategies and ensuring integrity and professional standards policies are developed and maintained in a contemporary manner.

The Integrity & Professional Standards arm is responsible for the application (including conducting internal investigations and managing external investigators) and monitoring of all procedures detailed in the National Response Protocol, Integrity in Our Common Mission and the National Redress Scheme.

## KEY WORKING RELATIONSHIPS

The Manager is accountable to the Executive Director, Integrity & Safeguarding, for the management and leadership of the Integrity & Professional Standards functional arm.

Key Relationships include;

- Executive Director, Integrity & Safeguarding
- Integrity & Professional Standards Office personnel
- SA/NT Professional Standards Office personnel
- Manager, Safeguarding Operations
- Other Safeguarding Operations personnel
  
- Key Stakeholders:
  - Internal – Offices of the Archbishop (*Adelaide*) and Bishops (*Port Pirie and Darwin*), Diocesan Agency Directors and key personnel in each of the sectors - Catholic Education, Centacare, Parishes and Catholic Communities, Vicar for the Religious and Parish Priests, Dioceses of Adelaide, Darwin and Port Pirie Consultative Panels.
  - External – Australian Catholic Safeguarding Ltd, National Catholic Redress Scheme, South Australian Police Department, Northern Territory Police Department, Key Government Victim / Survivor Support Agencies, Legal advisers to the Province, Supervisors, Counsellors and Psychologists, Insurance Providers.

## KEY RESPONSIBILITIES

Management;

- Lead and build investigational capability and capacity within the Integrity & Professional Standards functional arm.
- Align work with the strategic plan under the direction of the Executive Director, Integrity and Safeguarding.
- Ensure compliance with all relevant statutory, legal and regulatory requirements.
- Ensure constant and consistent professional responses are provided to support adults subjected to emotional, physical and sexual child abuse, and those impacted by adult misconduct, boundary violation or abuse, to appropriately and efficiently resolve concerns and complaints about church personnel and activities with the relevant Church Authority.



- Oversee complaints through consistent utilization of the National Response Protocol.
- Oversee the management of all responses to National Redress Scheme and Integrity in our Common Mission matters raised.
- Investigate/Research Civil Law cases as required by legal advisors of the Church Authority.
- Develop training relevant to Professional Standards and Direct Personal Responses for the Province.
- Oversee the maintenance and management of the Records Service and provide access to former residents of South Australian Catholic Institutions to records maintained by the service and other possible avenues to seek information.
- Oversee the management and maintenance of all case files to enable accurate and timely recording, analysis, reporting and response to enquiries as appropriate.
- Develop appropriate cost recovery initiatives for work performed on behalf of Catholic Religious and the Dioceses within the Ecclesiastical Province of Adelaide.
- Develop and implement the necessary policies and procedures to maintain contemporary and best practice, in consultation with Executive Director Integrity and Safeguarding.
- Prepare documentation for the Vos Estis Lux Mundi process for the Province.
- Prepare submissions to the Congregation for the Doctrine of the Faith as required.

#### Service;

- Ensure that an effective response to all National Response Protocol and Integrity in our Common Mission complaints are managed as required.
- Ensure that thorough investigations are conducted and an accurate response is provided to all applications as required under the National Redress Scheme.
- Take the lead on conducting highly complex and sensitive investigations.
- Ensure investigational rigor in internal investigations and build capability and trust in the investigational process.
- Manage, review and monitor work produced by external investigations to ensure alignment with investigational best practice methodology.
- Ensure accurate and timely communication with Church Authorities for whom complaints are being managed, via Executive Director, Integrity & Safeguarding Department.
- Oversee communication and correspondence with victims/survivors in relation to complaints.
- Develop a policy and provide advice and assistance on the management of a living accused, including actioning and ongoing monitoring of safety agreements as appropriate.

- Provide advice and assistance regarding identified persons of concern, including the development, implementation and ongoing monitoring and review of safety agreements.
- Provide accurate, timely advice and recommendations when requested or required by Executive Director, Integrity & Safeguarding Department.
- Provide advice to the Diocese of Port Pirie, Archdiocese of Adelaide and Darwin Diocese Consultative Panel on historical child sexual abuse, adult abuse, boundary violations and misconduct matters.
- Maintain and regularly review a list of available investigators and mediators.
- Respond to any relevant commissions of enquiry.
- Oversee the preparation of applicants, and Bishops (or their representatives) to prepare them for the facilitation of a Direct Personal Response (DPR) Conference as required by the National Redress Scheme.
- Undertake responsibility for receipt of confidential briefing according to Police Cabinet Instruction 1/89 Protocol and to ensure that Director of Church Agency responsible undertakes action as appropriate.
- Liaise with and participate in relevant national committees, resource groups and or individual church bodies and their advisors as required.

## **PERSONAL SKILLS AND ABILITIES**

The applicant must possess:

- Management and leadership skills including the ability to motivate others.
- High level interpersonal and communication skills.
- High level conflict resolution and negotiation skills.
- Unwavering ability to maintain confidence and deal with sensitive matters.
- Demonstrated ability to work for and provide accurate, timely and reliable advice to the Senior Executive.
- Demonstrated ability to drive strategic initiatives.
- Demonstrated ability to support Executive leadership.
- Capacity to coordinate and manage and investigate diverse, unpredictable and complex matters in a professional, timely and compassionate manner.
- Demonstrated ability to conduct sensitive and protracted investigations following investigational methodologies including evidence collection and preservation.
- Demonstrated ability to lead and manage a team of investigators, including vetting their methodologies, investigative plans and reports.
- Strong research and analysis skills.
- Extensive skills in managing complaints and investigations from internal and



external parties, including delivery of high level written investigational reports and recommendations to Executive leadership.

- An ability to provide frank and fearless advice that is based on working in a professional standards environment together with experience within an Integrity and/or Professional Standards portfolio.
- A strong commitment to personal Integrity and Ethics
- Emotional resilience.
- Willingness to participate in periodic and annual professional reviews.

## EXPERIENCE/KNOWLEDGE

### ESSENTIAL:

- A commitment to the principles of safeguarding for all.
- Demonstrated leadership experience in an Integrity and / or Professional Standards portfolio.
- Demonstrated ability to motivate, support, nurture and lead staff by creating a working environment which is harmonious, collaborative, supportive and safe.
- Demonstrated ability to conduct sensitive and protracted investigations following investigational methodologies including evidence collection and preservation.
- Demonstrated ability to lead, coach, mentor and guide internal and/or external investigators conducting investigations in Integrity or Professional Standards work.
- Knowledge of best practice in complaints management process.
- Knowledge of the criminal legislation governing allegations likely to arise within the Integrity and Professional Standards portfolio.
- Extensive experience in working with victims of abuse.
- Experience in the management of those accused of abuse matters.
- Knowledge and experience in criminal investigations.
- Demonstrable experience in the preparation of high-level written reports following investigational methodologies for Executive leadership and / or external review.
- An appreciation and understanding of the catholic ethos in all relationships and work.

## DESIRABLE:

- Knowledge and understanding of restorative justice principles and processes.
- Knowledge and experience in training development and delivery.
- A comprehensive knowledge of the services available to victims and offenders. e.g. Counsellors, psychologists for referrals of victims.
- Relevant tertiary qualifications in management, investigations, policing or psychology.
- Certificate IV in Government Investigations.
- Mediation training.

## OTHER CONDITIONS

- Given the extremely sensitive and complex nature of the work of the Integrity & Safeguarding Department it is imperative that a high level of confidentiality is always maintained.
- Must understand and be committed to the principles of a safe environment for both children and vulnerable adults.
- It is a requirement that a Working with Children Check is undertaken prior to employment and is updated regularly in accordance with Archdiocesan policy. Employment is conditional on a successful Working with Children Check.
- Abide by the provisions of the South Australian Catholic Child Protection Council Policy for the Care, Wellbeing and Protection of Children and Young People and the implementation procedures.
- Attend Safe Environments for All (SEFA) training within three months of commencement of employment.
- Must have a current driver's license as intra-state and inter-state travel will be required.
- Contribute to the Archdiocese of Adelaide's Work Health and Safety policies and programs by:
  - understanding employee rights and responsibilities under the Work Health and Safety Act 2012,
  - meeting the requirements of the Work Health and Safety policies and programs,
  - participating in Work Health and Safety training programs.
- During your employment you are required to observe all policies and procedures. These have been established to ensure that we meet the ethical, quality and industrial standards necessary for a high level of professionalism.



- Similarly, behavioural expectations outlined in *Integrity in Our Common Mission* must be observed, including the importance of avoiding injury by word or conduct to the religious susceptibilities of the Catholic community.
- Some out of office hours work will be required.
- The position description will be reviewed yearly.

Print Name	Signature	Date
EMPLOYEE:		
EXECUTIVE DIRECTOR:  Adam Cartland		



## Living & Working in Adelaide, South Australia

Adelaide is one of the most liveable cities on the planet. It is well known for its arts festivals, fine foods and wine, retail and dining experience and spirit of entrepreneurship and innovation. It has an advanced economy, world class universities and a flourishing multicultural heritage. Adelaide is the traditional home of the Kurna people and has a strong indigenous culture today.

### LIFESTYLE

Adelaide is known for its **Mediterranean style climate**, where the weather is pleasant and moderate most of the year. Year-round big blue skies mean average winter temperatures of 16 degrees Celsius (°C) and 28°C in summer. Hot days can be real sizzlers and easily reach 40°C though!

Adelaide is a city that offers the physical and emotional space to breathe. There is a sense of freedom here – of expression, of movement, of thought. With a **diverse and eclectic array of accessible experiences**, it's a city that allows time for immersion, paired with a sense of space and freedom that actively encourages true indulgence.

The Adelaide Hills which are home to many villages, towns, wildlife parks and natural resources to explore, are less than half an hour drive from the City Centre. You'll never be far away from some of the most **pristine beaches** and water sanctuaries in the world, with almost 30km of beaches bordering Adelaide. Our beaches are famous for the beautiful waters and wide sandy foreshores. Beachside areas like Glenelg, Brighton and Henley Beach are only 15 minute drives from the City and offer **cosmopolitan hearts with retail and dining opportunities**. Within short drives from the city centre are Port Willunga where you can scuba dive in natural and man-made reefs, Port Adelaide where you can frolic with dolphins and St Kilda where you can wander the mangroves and natural reserves, also home to Dolphins and other Australian fauna.

A number of international measures rate metropolitan Adelaide highly for liveability, quality of life and cost of living. The Economic Intelligence Unit undertakes an annual Liveability Ranking and Overview of 140 cities around the world and Adelaide has in recent years ranked within the top 5 in the world. The Property Council of Australia undertakes its own annual survey

on liveability of Australia's top 10 biggest cities. In this survey Adelaide is ranked second only to Canberra, our nation's capital, and above all other capital cities. The Mercer Quality of Living Survey compares global cities and is primarily used to inform multi-national companies regarding optimal office locations and employee conditions. Adelaide was most recently listed as 29th in the World and has consistently ranked highly in this survey. Mercer's Cost of Living Report measures the comparative cost of over 100 items and Adelaide continues to outperform other Australian Capital Cities in this report

### REGIONAL EXPERIENCE:

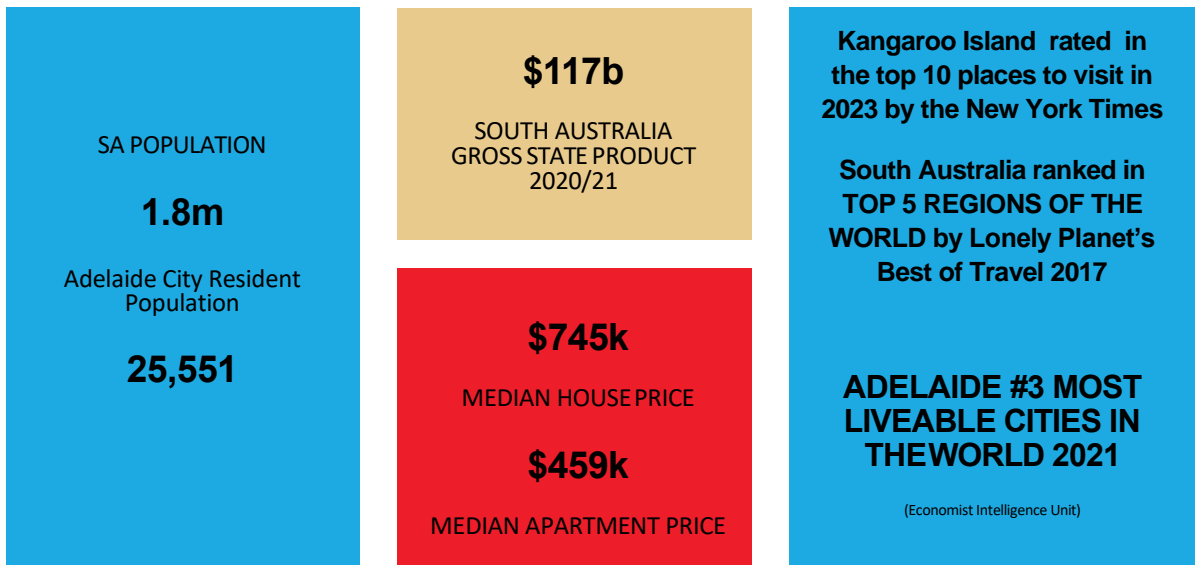
**The regions surrounding Adelaide offer a unique experience with gourmet food offerings, internationally renowned wine, villages to explore and wildlife and natural attractions.**

Adelaide is a city that lives well beyond its conveniently designed square mile epicentre, flowing seamlessly into world-famous wine and food regions such as Barossa, just an hour's drive north, or coastal escapes in the Fleurieu or Yorke Peninsula. You'll be spoilt for choice.

Travel another hour north and you'll reach the Clare Valley, which is famous for its Rieslings. The Adelaide Hills has some stunning whites and there's McLaren Vale and Langhorne Creek on the Fleurieu Peninsula – about an hour's drive south of the city. Drive yourself or join a guided tour of Adelaide and its surrounds - the choice is yours. Take a road trip and discover the reds from the Coonawarra on the Limestone Coast.

Kangaroo Island is an iconic destination, just two hours' drive and a short ferry ride south of Adelaide. It has pristine beaches, unique wildlife, awesome sunsets and fantastic food and wine.

## South Australia & Adelaide, Fast Facts



### One of the world's most liveable cities

Adelaide offers a relaxed, easy-going lifestyle, and was rated as the world's 3<sup>rd</sup> most liveable city in the world in 2021 (Economist Intelligence Unit). It is located in a beautiful region of South Australia, which is also ranked in the top 5 of the world's regions.

### Australia's most affordable mainland capital

Your money will go much further in Adelaide. Studies show it costs 18% more to live in Melbourne and 30% more to live in Sydney than Adelaide. Adelaide is around 11% cheaper than Brisbane and Perth, meaning you will have more money to discover Australia during your weekends and holidays.



## Contact Information

For further enquiries and a confidential discussion regarding the Manager, Integrity & Professional Standards role, please contact VUCA Senior Associate, Ms Patricia Williams on 0438 388 530 during business hours.

Applications, including your current CV and a letter of introduction, are to be forwarded in Word format to [mips@vuca.com.au](mailto:mips@vuca.com.au)

**Applications close Monday 8th July 2024.**

## Important Information

Please note that VUCA Trusted Advisors believes that while the information contained in this document is true to the best of the Company's knowledge at the time of writing, such information may change without notice. Further, the information herein is the property of the Company and must not be published or attributed unless explicitly agreed.