



Catholic Archdiocese of Adelaide

POSITION DESCRIPTION

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, behavioral 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		