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South Australia
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CANDIDATE BRIEFING DOCUMENT

CHIEF OPERATING OFFICER

(Diocesan Financial Administrator)

APRIL 2023



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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

CHIEF OPERATING OFFICER

(Diocesan Financial Administrator)

Adelaide is recognised as the most liveable city in Australia and the third most liveable city in the world.

The Archdiocese of Adelaide provides a range of services through its 57 parishes, 72 schools, welfare agencies, diocesan offices, and Catholic Development Fund (CDF). The annual budget is approximately \$750m, with approximately 11,000 staff.

The Chief Operating Officer is the Diocesan Financial Administrator for the Archdiocese of Adelaide as defined under Canon Law. In making this appointment, the Archdiocese is seeking an exceptional leader who will support the Archdiocese in fulfilling its Vision and Mission.

Reporting to the Archbishop of Adelaide, the COO is responsible for:

- Leadership of strategic financial management, risk management, property and prudential resource management across all of the Church's South Australian agencies and entities,
- the Archdiocesan Financial Services Office (including the CDF) to ensure a high level of competency and professionalism in the strategic, financial and administrative services provided to parishes and agencies in the Archdiocese,
- the Human Resources and Property departments, including the outsourcing arrangements of IT services.

Furthermore, the role is responsible for the overall governance and financial management of the Archdiocese in accordance with the direction of the Diocesan Finance Council. The Diocesan Financial Administrator, COO, also holds a number of civil offices/positions on behalf of Archdiocese of Adelaide entities.

The successful candidate will support the Catholic ethos and have a career history that demonstrates leadership managing a complex portfolio and a team with diverse skills and responsibilities across a number of technical disciplines. Proven ability in leading motivating and developing people through the creation of a high performing, responsible and accountable culture, is required.

A tertiary qualification in law, commerce, business or a relevant discipline is essential and post graduate studies desirable. Exemplary professional integrity and excellent interpersonal skills will enable the successful candidate to develop constructive cross functional relationships and deliver results as a key member of the executive team.

For full details of the Position Description and Candidate Briefing Document visit www.vuca.com.au/cdc For further enquiries, contact VUCA Senior Associate, Ms Patricia Williams on 0438 388 530 for a confidential discussion during business hours. Please forward your letter of application and CV in MS Word format to cdc@vuca.com.au by **COB Sunday 30th April 2023**.



Position Description

POSITION TITLE	Diocesan Financial Administrator (Chief Operating Officer)
AGENCY/DEPARTMENT	Archbishops Office
LOCATION	Catholic Diocesan Centre, 39 Wakefield Street, Adelaide
REPORTS TO	Archbishop
TENURE	Full-time - 5 year contract

PRIMARY OBJECTIVE OF THIS POSITION

The Chief Operating Officer is the Diocesan Financial Administrator for the Archdiocese of Adelaide as defined under Canon Law. They undertake their role for the enhancement and support of the Archdiocese in fulfilling its Vision and Mission.

The Archdiocese of Adelaide provides a range of services through its 57 parishes, 72 schools, welfare agencies, diocesan offices, and Catholic Development Fund. The annual budget is approximately \$750m, with approximately 11,000 staff.

The Diocesan Financial Administrator provides:

- ▶ leadership and co-ordination of strategic financial management, risk management and prudential resource management across all of the Church's South Australian agencies and entities, and
- ▶ overall supervision of the Archdiocesan Financial Services Office (including the CDF) to ensure a high level of competency and professionalism in the strategic, financial and administrative services provided to parishes and agencies in the Archdiocese,
- ▶ overall supervision of the Human Resources and Property departments, including the outsourcing arrangement of IT services.

KEY WORKING RELATIONSHIPS

The Diocesan Financial Administrator is accountable to the Archbishop and has a close working relationship with the Vicar General, Executive Directors of Catholic Education and Centacare, as well as other members of the Executive of the Curia. The Diocesan Financial Administrator has significant engagement with Parishes, Clergy, and external stakeholders. They will work closely with other Diocesan Financial Administrators across Australia.



Direct Reports:

- ▶ Manager Human Resources
- ▶ Chief Financial Officer
- ▶ Manager Catholic Development Fund
- ▶ General Manager Property & Assets
- ▶ Parish Finance Liaison Officers (2)

KEY RESPONSIBILITIES

The role is an executive level role involving responsibility for the overall governance and financial management of the Archdiocese in accordance with the direction of the Diocesan Finance Council, including:

- ▶ Overseeing the development of strategic financial plans for the financial administration of the Archdiocese
- ▶ Overseeing the development of long-term financial plans that support the mission and goals of the Archdiocese
- ▶ Overseeing the development and operations of the Catholic Development Fund
- ▶ Overseeing the development and implementation of governance, financial, property and risk management policies for the Archdiocese.

The Diocesan Financial Administrator holds the following civil offices/positions on behalf of Archdiocese of Adelaide entities:

Catholic Church Endowment Society Inc.

- Public Officer
- PRODA nominated Officer/Owner
- Nominated Officer with RTWSA under the self-insured worker compensation licence

Catholic Church Early Years Inc.

- Public Officer
- PRODA nominated Officer/Owner

Priests Retirement Foundation of the Roman Catholic Archdiocese of Adelaide

- Public Officer

Ecumenical Endeavours Pty Ltd

- Director (Chairperson and Treasurer)



Catholic Charities Appeal

- Public Officer

Roman Catholic Archdiocese of Adelaide Charitable Trust

- Public Officer

Kean Memorial Trust

- Public Officer

Croatian Catholic Centre

- Chairperson (as per ACNC registration)

The Diocesan Financial Administrator acts as the bequest officer for the Archdiocese of Adelaide.

The Diocesan Financial Administrator is a member of the following Boards and Committees:

- ▶ Diocesan Finance Council
- ▶ Diocesan Finance Council sub-committees:
 - Property Committee
 - Budget Committee
 - Audit Committee
- ▶ Executive of the Curia
- ▶ Finance Audit & Advisory Committee to SACCS (South Australian Commission for Catholic School)
- ▶ Clergy Care Council as Executive Officer
- ▶ Roman Catholic Archdiocese of Adelaide Charitable Trust as Executive Officer
- ▶ Other Boards and Committees as required.



SPECIAL CONDITIONS

The Diocesan Financial Administrator will be guided by the Church Administration Handbook.

The Diocesan Financial Administrator is the “Financial Administrator” as defined in the Code of Canon Law.

Provisions in the Code of Canon Law

- ▶ Canon 494#1 stipulates that in each diocese the Bishop shall appoint a Financial Administrator after consulting the College of Consultors and the Finance Council, and that the Financial Administrator is to be expert in financial matters and of truly outstanding integrity.
- ▶ Canon 494#2 stipulates that the person is to be appointed for five years, and may be reappointed for further terms of five years. While in office the person is not to be removed except for a grave reason, to be estimated by the Bishop after consulting the College of Consultors and the Finance Council.
- ▶ Canon 494#3 stipulates that it is the responsibility of the Financial Administrator, under the authority of the Bishop, to administer the goods of the diocese in accordance with the plan of the Finance Council, and to make those payments from diocesan funds which the Bishop or his delegates have lawfully authorised.
- ▶ Canon 494#4 stipulates that at the end of the year the Financial Administrator must give the Finance Council an account of income and expenditure.

PERSON SPECIFICATION

It is essential that the incumbent possess:

- ▶ Understanding of the Catholic ethos.
- ▶ Bachelor's Degree in finance, accounting, business, law or a related field.
- ▶ Membership of a professional organisation as applicable. e.g. CPA or CA or higher level membership.
- ▶ Ten or more years at a senior managerial level that includes undertaking risk and financial management in a complex environment.
- ▶ Experience in strategic planning and execution. Knowledge of contracting, negotiating, and change management.
- ▶ Experience in legal engagement pertaining to property, industrial and governance.
- ▶ Knowledge of Federal and State financial regulations pertaining to Not-for-Profit entities.
- ▶ Knowledge of appropriate Codes of Canon Law would be an advantage, but not essential.
- ▶ Excellent problem-solving skills with a focus on achieving solutions.
- ▶ Professional written and verbal communication and interpersonal skills. Ability to motivate teams to produce quality materials within tight timeframes and simultaneously manage several projects. Ability to participate in and facilitate group meetings.
- ▶ Ability to self-manage, prioritize and work a flexible schedule.

OTHER CONDITIONS

- ▶ It is a requirement that a Police Check of all staff is undertaken prior to employment and is updated regularly in accordance with Archdiocesan policy. Employment is conditional on a successful Police Check clearance.
- ▶ 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 training in Child Safe Environments: Reporting Abuse and Neglect within three months of commencement.
- ▶ 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.

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:

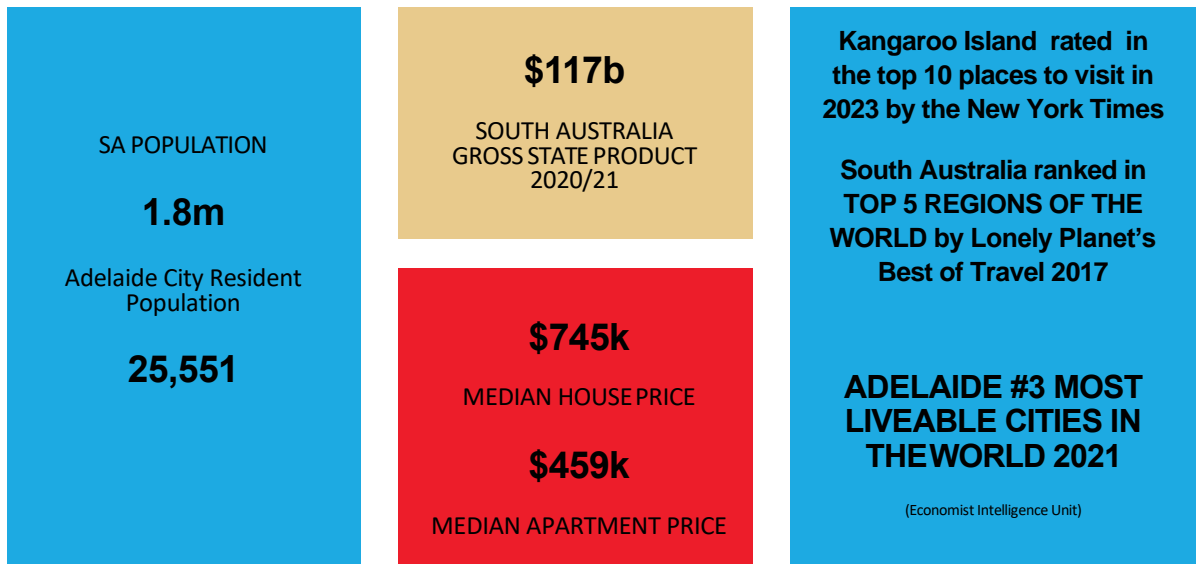
The regions surrounding Adelaide offer a unique experience with gourmet food offerings, internationally renowned wine, villages to explore and wildlife and natural attractions.

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 3rd 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 Chief Operating Officer (Diocesan Financial Administrator) position, please contact VUCA Senior Associate, Patricia Williams on 0438 388 530 during business hours.

Applications including your current CV and letter of introduction are to be forwarded in MS Word format to cdc@vuca.com.au.

Applications close Sunday 30th April 2023.

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.