



Catholic
Archdiocese
of Adelaide



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CANDIDATE BRIEFING DOCUMENT

EXECUTIVE DIRECTOR INTEGRITY & SAFEGUARDING
AND
MANAGER, CLERGY CARE & WELLBEING
JULY 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 Roles

EXECUTIVE DIRECTOR INTEGRITY & SAFEGUARDING

Reporting to the Archbishop of Adelaide and as a Member of the Executive of the Curia, this role provides exemplary leadership to strategise, develop and provide support over the Diocese in relation to Child Protection, Screening and Verification and Professional Standards.

In making this appointment, the Archdiocese is seeking an exceptional leader who will support the Archdiocese in fulfilling its Vision and Mission.

The role is responsible for:

- Providing leadership oversight, guidance and direction to the Child Protection Unit (CPU), the Screening and Verification Authority Office (SAVA) and the Professional Standards Office (PSO).
- Developing strategy for the Integrity and Safeguarding areas in line with the Archdiocesan strategic plan.
- Optimising resources and systems to improve effectiveness and efficiencies.
- Providing advice to the Archbishop and Executive of the Curia on matters relating to Integrity and Safeguarding.

The successful candidate will support the Catholic ethos and have a career history that demonstrates leadership managing a complex portfolio. To be successful in the role, you will have ability in leading, motivating and developing capacity and capability through the creation of a high performing, responsible and accountable culture. Your leadership style will be inclusive and collaborative, characterised by good judgement and integrity.

Excellent judgement and high level written and verbal communication skills as well as proven strengths in collaboration, strategic thinking, problem solving, and report writing are a requirement of the role.

A tertiary qualification in law, governance, human services 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.

Please forward your letter of application and CV to cdclntegrity@vuca.com.au by COB Monday 31st July 2023.



MANAGER, CLERGY CARE & WELLBEING (0.6)

Reporting to the Vicar General, the newly created role of Manager, Clergy Care and Wellbeing is responsible for providing development, care and support to current and retired Clergy in order to ensure their wellbeing, safety and care.

The Manager Clergy Care and Wellbeing is responsible for:

- Providing leadership, support and clarity to the Clergy Care Nurses
- In consultation with the Vicar General and other key stakeholders, developing strategy and operational imperatives that provide wellbeing, care, support, and development of clergy and retired clergy.

The successful candidate will have operational leadership experience in establishing a risk management approach and framework, policies, procedures and systems and developing reports and reporting mechanisms, as required. The role includes financial monitoring and reporting against budget. The role includes identifying and developing strategies and opportunities for clergy development and working closely across the Diocese to ensure these services are well co-ordinated, efficient and timely.

To be successful in the role you will have or will develop an understanding of issues and challenges pertaining to cultural, wellbeing, care and practical living arrangements of clergy and retired clergy and work collaboratively to support clergy wellbeing. You are a solution focussed, empathetic leader co-ordinating and providing care and support to the clergy care nursing team and providing them with greater clarity.

Relevant tertiary education, or extensive relevant experience in health or social sciences is required in this role with the proven ability to apply an ethical framework of integrity, respect and accountability into situations/issues and decision making. High level written and verbal communication skills as well as proven strengths in collaboration, strategic thinking, problem solving and report writing.

Please forward your letter of application and CV to cdcclergycare@vuca.com.au by COB Monday 31 July 2023.



Position Description Executive Director Integrity & Safeguarding

POSITION TITLE	Executive Director Integrity & safeguarding
AGENCY/DEPARTMENT	Executive of the Curia
LOCATION	Catholic Diocesan Centre, 39 Wakefield Street, Adelaide
REPORTS TO	Archbishop of Adelaide
TENURE	Full-time - Ongoing

PRIMARY OBJECTIVE OF THIS POSITION

The Archdiocese of Adelaide provides a range of services through its 56 parishes, 87 schools, welfare agencies and diocesan offices.

Reporting to the Archbishop of Adelaide, the Executive Director Integrity and Safeguarding is a member of the Executive of the Curia and provides exemplary leadership to strategise, develop and provide support across the Diocese in relation to Child Protection, Screening and Verification, and Professional Standards.

The Executive Director Integrity and Safeguarding is responsible for:

- ▶ Providing leadership oversight, guidance and direction to the Child Protection Unit (CPU), the Screening and Verification Authority Office (SAVA) and the Professional Standards Office (PSO).
- ▶ Developing strategy for the Integrity and Safeguarding areas in line with the Archdiocesan strategic plan, and cascading initiatives to CPU, SAVA & PSO operational plans.
- ▶ Optimising resources and systems to improve effectiveness and efficiencies.
- ▶ Ensuring risk mitigation strategies are developed and implemented.
- ▶ Providing advice to the Archbishop and Executive of the Curia on matters relating to Integrity and Safeguarding.

KEY WORKING RELATIONSHIPS

- ▶ Archbishop of Adelaide
- ▶ Vicar General
- ▶ Executive of the Curia
- ▶ Bishop of Darwin
- ▶ Bishop of Port Pirie
- ▶ Direct reports and team members
 - Director PSO; Manager CPU; Manager SAVA
- ▶ Clergy Care & Wellbeing



- ▶ Church Authorities
- ▶ Parish Priests
- ▶ Darwin Consultative Group
- ▶ Port Pirie Consultative Group
- ▶ Boards and Committees as required.
- ▶ External – Government and Welfare Agencies, Legal Companies.

KEY RESPONSIBILITIES

- ▶ Contributing to the overall Archdiocesan strategy, developing and monitoring department strategy and interpreting into operational plans for the three departments.
- ▶ Overseeing the functions of the units, including resource management and the wellbeing and workload of managers, directors, and teams.
- ▶ Developing and monitoring relevant reports and risk management frameworks.
- ▶ Understanding and monitoring of potential risks.
- ▶ Ensuring a good understanding of budgets – Diocesan, and Departmental.
- ▶ Managing expenditure associated with claims management, insurances, clearances.
- ▶ Ensuring policies, procedures and systems are contemporary, current and relevant.
- ▶ Ensuring a positive culture, providing clarity and direction through two-way communication and role modelling.

PERSON SPECIFICATION

- ▶ Tertiary Qualifications in related field.
- ▶ Postgraduate qualifications in Law, Governance, Human Services or similar is preferred.
- ▶ Experience in working as a member of an executive team who have led an organisation.
- ▶ Proven ability to develop strategic and operational plans that consider risk assessments, budgetary requirements and Diocesan imperatives.
- ▶ Proven strategic leadership ability gained in a senior management role.
- ▶ Possessing relevant legal understanding and mitigating risk strategies
- ▶ Proven ability to actively build and maximise collaborative relationships.
- ▶ Proven ability to role model vision and values.
- ▶ Proven ability to apply an ethical framework of integrity, respect and accountability into situations/issues and decision making.
- ▶ Proactively share knowledge and experience to assist in building the capability and expertise of others.
- ▶ Proven ability to recommend, design, influence and assist in the effective implementation of change interventions.
- ▶ High level written and verbal communication skills as well as proven strengths in collaboration, strategic thinking, problem solving and report writing.
- ▶ Understanding of the Catholic Ethos.

OTHER CONDITIONS

- ▶ It is a requirement that a Working with Children Check clearance of all staff is undertaken prior to employment and is updated regularly in accordance with Archdiocesan policy. Employment is conditional on a successful Working with Children Check clearance.
- ▶ Abide by the provisions of the Safeguarding Children and Young People Policy and Best Practice Guidelines.
- ▶ 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.



Position Description Manager, Clergy Care & Wellbeing (0.6)

POSITION TITLE	Manager, Clergy Care & Wellbeing
AGENCY/DEPARTMENT	Archbishops Office
LOCATION	Catholic Diocesan Centre, 39 Wakefield Street, Adelaide
REPORTS TO	Vicar General
TENURE	Part-time (0.6) Ongoing

PRIMARY OBJECTIVE OF THIS POSITION

The Archdiocese of Adelaide provides a range of services through its 57 parishes and Diocesan offices.

The Manager Clergy Care and Wellbeing is responsible for providing development, care and support to current and retired Clergy in order to ensure their wellbeing, safety and care.

The Manager Clergy Care and Wellbeing:

- ▶ Develops strategy and operational imperatives that provide wellbeing, care, support, and development of clergy and retired clergy.
- ▶ Provides management and support for the Clergy Care Nurses

KEY WORKING RELATIONSHIPS

- ▶ Vicar General
- ▶ Direct reports – Clergy Nurses
- ▶ Executive Director Pastoral Life and Mission
- ▶ Executive Director Integrity & Safeguarding
- ▶ Parish Priests and retired Priests
- ▶ Deacons and Retired Deacons
- ▶ Member of the Clergy Care Council
- ▶ Member of the Clergy Life and Ministry Team
- ▶ Staff of Property Office

KEY RESPONSIBILITIES

- ▶ Developing strategy in line with the Archdiocesan strategy and implementing initiatives arising from the strategy.
- ▶ Developing a risk management approach and framework, policies, procedures and systems.
- ▶ Understanding of issues and challenges pertaining to cultural, wellbeing, care and practical living arrangements of clergy and retired clergy.
- ▶ Developing reports and reporting mechanisms, escalating potential risks, as required.
- ▶ Ensuring pastoral support, and in collaboration with the Clergy Life and Ministry Team to develop sessions for clergy wellbeing.
- ▶ Providing leadership, support, clarity and direction to direct reports.
- ▶ Providing care and support for nurses with an understanding of their wellbeing and workload.
- ▶ Providing an empathetic and practical approach.
- ▶ Monitoring and reporting on department budget, monitoring costs.

PERSON SPECIFICATION

- ▶ Strong commitment to the Catholic ethos.
- ▶ Relevant tertiary education, or extensive relevant experience in health or social sciences
- ▶ Broad knowledge of the structure of the Catholic Church in Australia, together with knowledge of the structures of the Catholic Archdiocese of Adelaide
- ▶ Good understanding of the life and ministry of priests and deacons
- ▶ Proven ability to apply an ethical framework of integrity, respect and accountability into situations/issues and decision making.
- ▶ Proven outstanding leadership in a senior management role.
- ▶ Proactively share knowledge and experience to assist in building the capability and expertise of others.
- ▶ High level written and verbal communication skills as well as proven strengths in collaboration, strategic thinking, problem solving and report writing.
- ▶ Proven ability to recommend, design, influence and assist in the effective implementation of change interventions.
- ▶ High level of empathy towards solution focused interventions.

OTHER CONDITIONS

- ▶ It is a requirement that a Working with Children Check clearance of all staff is undertaken prior to employment and is updated regularly in accordance with Archdiocesan policy. Employment is conditional on a successful Working with Children Check clearance.
- ▶ Abide by the provisions of the Safeguarding Children and Young People Policy and Best Practice Guidelines.
- ▶ 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.

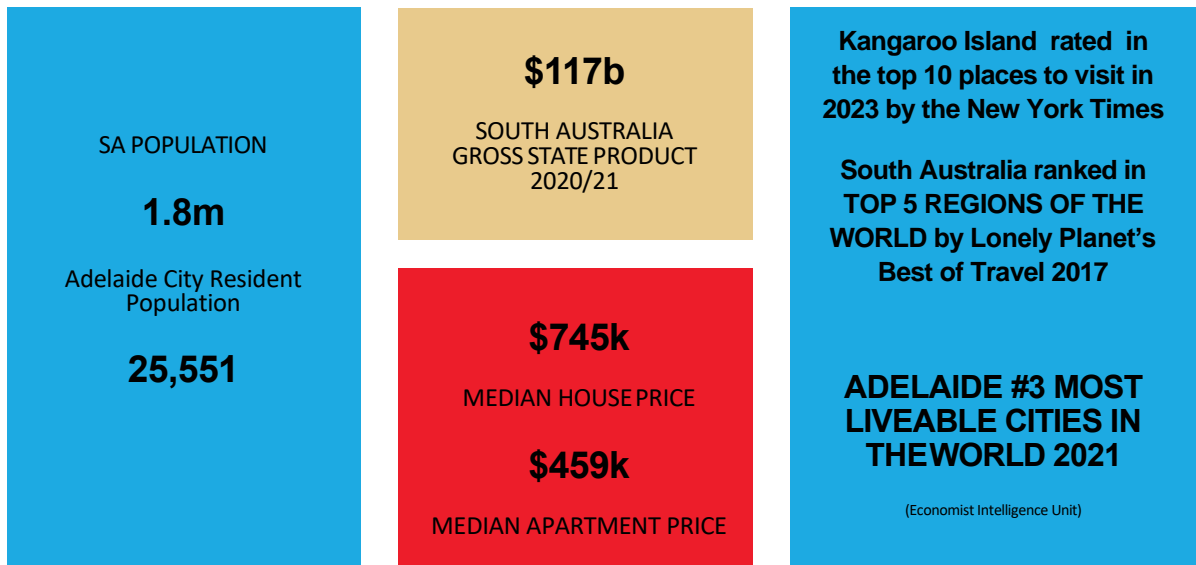
Adelaide is a city that lives well beyond its conveniently designed square mile epicentre, flowing seamlessly into world-famous wine and food regions such as Barossa, just an hour's drive north, or coastal escapes in the Fleurieu or Yorke Peninsula. You'll be spoilt for choice.

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 Executive Director Integrity & Safeguarding or Manager, Clergy Care & Wellbeing roles, 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 to the following email addresses:

Executive Director Integrity & Safeguarding: cdcintegrity@vuca.com.au

Manager, Clergy Care & Wellbeing cdcclergycare@vuca.com.au

Applications close Monday 31st July 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.