

POSITION DESCRIPTION

Policy & Research Manager

Position	Manager Policy & Research
Position status	Full-time (0.8FTE negotiable)
Reports to	Director of Safeguarding
Date	26 October 2018

1.0 The Organisation

Catholic Professional Standards Ltd (CPSL) was formed in response to the findings of the Royal Commission into Institutional Responses to Child Sexual Abuse.

CPSL was established by the Australian Catholic Bishops Conference and Catholic Religious Australia. It operates independently of the Church.

CPSL is committed to fostering a nationally consistent culture of safety and care for children and vulnerable adults by developing National Catholic Safeguarding Standards. CPSL will audit compliance with these standards as well as provide education and training.

CPSL is committed to acting with **courage, compassion** and **honesty**. These values guide the ways we develop and manage our organisation and inform cultural change within the Catholic Church to better safeguard children and vulnerable adults.

2.0 The Position

This is a new, full-time (negotiable) position reporting to the Director of Safeguarding and is to be located at the CPSL offices in the Melbourne CBD. The position is on-going.

The primary purpose of the position is to be responsible for driving the ongoing development, review and improvement of a range of written and online resources to support organisations in the implementation of the National Catholic Safeguarding Standards.

The position also has responsibility for keeping abreast of critical research relevant to CPSL's Strategic Plan and Business Plan, to provide authoritative advice on trends and emerging issues, as well as policy and legislation that presents risks or opportunities in relation to CPSL's work and stakeholders.

The position will also play a key role in identifying potential areas for research and undertaking research in partnership with research and industry partners.

3.0 Key Responsibilities

Safeguarding

- 3.1 Contribute to the ongoing development and refinement of the National Catholic Safeguarding Standards.
- 3.2 Lead the ongoing development and coordination of policy and specialist guidance and advice which supports the implementation of the National Catholic Safeguarding Standards.

- 3.3 Keep up to date with best practice developments in safeguarding children and vulnerable adults.
- 3.4 Provide advice and assistance to safeguarding officers/coordinators within Church authorities.

Policy and Research

- 3.5 Contribute to the development of research, data analysis and reporting with a focus on building the body of evidence in relation to safeguarding practices, strategies and outcomes.
- 3.6 Undertake research, synthesise and analyse quantitative and qualitative material and data.
- 3.7 Create, administer and analyse user-friendly surveys.
- 3.8 Contribute to the development of an internal Evaluation Strategy which reviews the effectiveness of CPSL's work.

Organisational management

- 3.9 Collaboratively contribute to the development and implementation of CPSL's strategic and business plans.
- 3.10 Build excellent relationships and work collaboratively with CPSL team and stakeholders.
- 3.11 Engage in continuing professional development and where applicable maintain professional registration requirements.
- 3.12 Ensure all work is in line with CPSL policies and procedures, including the Code of Conduct.
- 3.13 Work in ways that support and uphold CPSL's values.
- 3.14 Participate in regular supervision and an Annual Performance Review with the Director of Safeguarding.
- 3.15 Perform other duties as reasonably directed by the Director of Safeguarding and CEO.

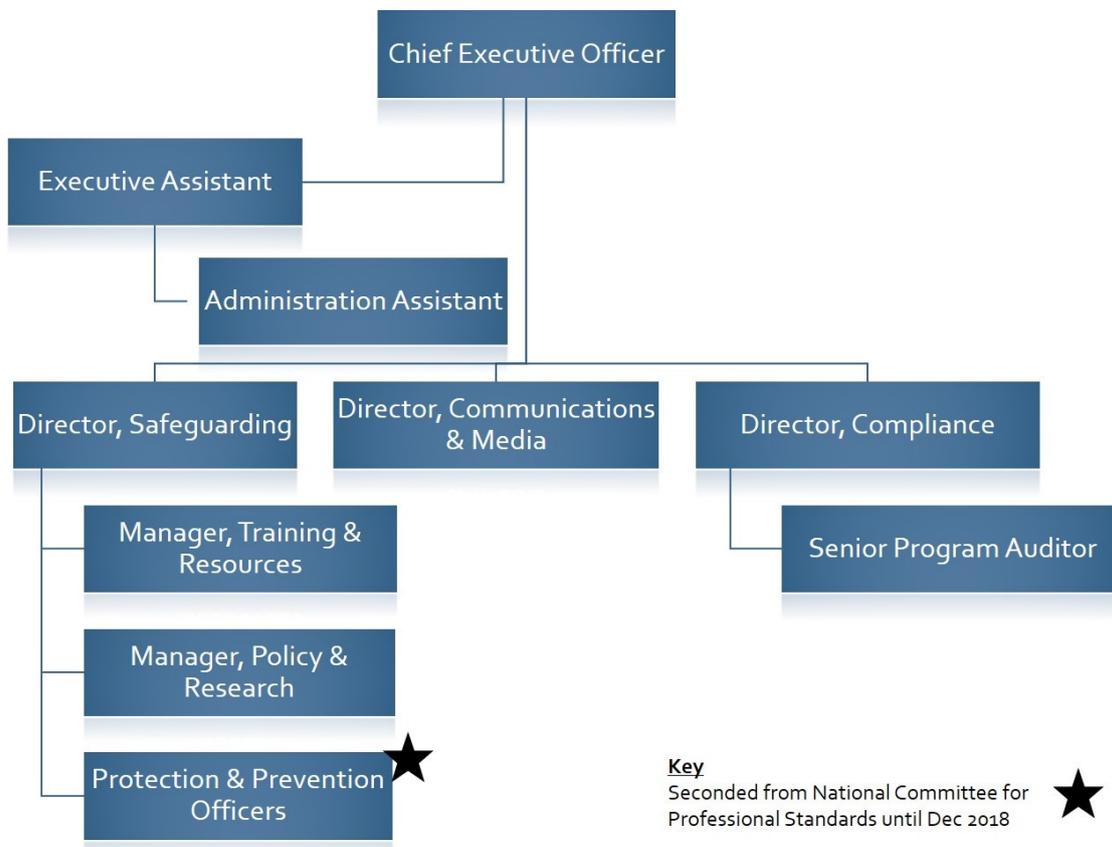
4.0 Key Selection Criteria

Essential

- 4.1 Demonstrated experience in interpreting legislation, regulation and policy documents, and drafting and reviewing policy, procedures and practice guidance.
- 4.2 Demonstrated experience in undertaking and/or contributing to research in the human services area, including data gathering, data analysis and reporting.
- 4.3 Demonstrated experience in providing specialist advice and technical expertise.
- 4.4 Excellent writing and presentation skills.
- 4.5 Demonstrated time management skills, including the ability to prioritise, manage multiple tasks and meet deadlines.
- 4.6 Demonstrated ability to work independently with minimal direction and to work harmoniously in a team environment.
- 4.7 Demonstrated ability to flexibly manage competing priorities and stressful situations, monitoring own stress levels and practicing and promoting self-care strategies
- 4.8 Demonstrated understanding of and commitment to the principles of equity, diversity, continuous improvement, risk management, and occupational health and safety
- 4.9 Understanding or and commitment to CPSL's purpose, objectives and values.

4.10 Experience with survey tools such as Survey Monkey and others is desirable.

5.0 Organisation Chart



6.0 Conditions of Employment

- 6.1 This position is for 76 hours per fortnight (negotiable to 0.8FTE – 60.8 hours). There is no paid overtime, but if additional hours are required to be worked, they will be accrued as time-in-lieu.
- 6.2 The position is based at the CPSL office in Melbourne CBD (Queen Street). You may be required to work from other sites (on a temporary or permanent basis) as directed from time to time
- 6.3 As attractive remuneration package will be negotiated in line with experience. Salary packaging is available.
- 6.4 Superannuation is paid according to the Superannuation Guarantee into a compliant fund of the incumbent's choice.
- 6.5 Employment is subject to the satisfactory completion of a range of pre-employment checks, including 2 professional reference checks, a pre-existing injury/disease declaration, a national criminal records check, and proof of identity and qualifications. The successful applicant also needs to hold an 'employment' Working with Children Check Card (Victoria) and must list 'Catholic Professional Standards Ltd' as the employer.
- 6.6 The successful applicant will initially be employed for a probationary period of 6 months. During this period, either party can terminate employment with one week's notice. A probationary review before 6 months will be undertaken.
- 6.7 In the context of occupational health and safety, all employees are required to carry out their duties in a manner that does not adversely affect their own health and safety and that of others by

reporting all incidents and injuries as well as co-operating with any measures introduced in the workplace to improve OH&S.

- 6.8 Under Victorian Workcover legislation, it is the applicant’s duty to advise CPSL of any pre-existing medical condition which would be aggravated by the type of employment for which they are applying. The existence of a medical condition will not preclude you from employment, unless you are unable to perform the inherent requirements of the position. However, failure to disclose any relevant injury or disease will jeopardise any entitlement you may otherwise have for a work-related aggravation of that non-disclosed pre-existing condition.
- 6.9 CPSL is a smoke-free workplace.

7.0 Inherent Requirement of Work Activities/Environment

Following is a table which outlines the main physical and psychological requirements of the position

Position Element	Key Activity	Frequency
Work environment	Manage demanding & changing workloads & competing priorities	Daily
	Work independently	Regularly
	Work in a team environment	Daily
	Work in different geographic locations	Occasionally
	Work office hours with the possibility of extended hours	Regularly
	Work in an open plan office	Daily
	Work in buildings which are multi-storey	Daily
	Sit at a computer or in meetings for extended periods	Daily
People contact	Liaise with Board Directors, Church, government, non-government & community organisations & companies	Daily
	Interact with members of the public who may display the full range of emotional expressions, including challenging behaviour	Regularly
Administrative tasks	Undertake administrative tasks which may include the following: computer work, writing reports, participating in meetings, concentrating for long periods of time, managing resources & budget, researching & analysing information & data	Daily
	Use technology including copiers, telephones including mobiles, fax, data projectors, personal computers, televisions, videos, DVDs, electronic whiteboards, etc	Daily

8.0 Signatures

I have read, understood and accept the above Position Description

Name:

Signature:

Date:

Authorised Manager Name:

Authorised Manager Signature:

Date:

Version Number:	1.0
Authorised by:	Sheree Limbrick, CEO
Date of Authorisation:	26/10/2018

Application Process:

Applications addressing the Key Selection Criteria and citing 3 professional referees (CPSL Policy dictates that current/most recent line manager must be referee for preferred candidate), must be received by COB Thursday 15 November 2018.

Applications can be submitted via email to jobs@cpsltd.org.au