

# POSITION DESCRIPTION

## Manager, Audit & Review

<b>Position status</b>	Full-time
<b>Reports to</b>	Chief Executive Officer
<b>Date</b>	September 2021

### 1.0 The Organisation

Australian Catholic Safeguarding Ltd (ACSL) was established in December 2020 and is a company limited by guarantee, owned by the Australian Catholic Bishops Conference, Catholic Religious Australia and the Association of Ministerial Public Juridic Persons.

ACSL works with the Catholic Church in Australia to ensure a Safe Church for everyone. ACSL is committed to fostering a nationally consistent culture of safety and care throughout the Church. ACSL provides a range of services to the Church to support the implementation of the [National Catholic Safeguarding Standards](#), a framework for the protection and care of adults at risk and children.

ACSL's core organisational values are **courage**, **compassion** and **honesty**. These values guide the way we manage our organisation and inform cultural change within the Catholic Church and the wider community. ACSL has zero tolerance for abuse of any kind. ACSL takes its duty to care for and protect all children and adults at risk seriously and reports all matters of concern to appropriate authorities.

ACSL is an equal opportunity employer and provides flexible working conditions.

### 2.0 The Position

This is a full-time position reporting to the CEO. The location is negotiable as ACSL works as a distributed team. The ACSL head office is in Melbourne. This position is ongoing.

The primary purpose of the position is to help build and foster a culture of safeguarding across all Church entities with whom ACSL works. Supporting the CEO, the Manager, Audit & Review is responsible for implementing the ACSL's risk-based review and audit framework designed to safeguard children and adults at risk engaging with the Catholic Church across Australia. This involves managing audits and reviews of Church entities in meeting their implementation of the National Catholic Safeguarding Standards.

### 3.0 Key Responsibilities

#### Audit and review

- Contribute to the ongoing development and maintenance of the National Catholic Safeguarding Standards.
- Contribute to the operational design, implementation and maintenance of ACSL's risk-based review and audit framework for Catholic entities across Australia.

- Take a lead role in the development & publication of the Audit Reports on Church entities following completion of a safeguarding audit.
- Contribute to the development of policies, evidence guides and materials to support implementation of the NCSS.
- Provide advice and assistance to Church entities on all aspects of the review and audit framework and implementing the NCSS.
- Maintain systems for procurement and approval of audit/review services.

#### **Stakeholder relationships**

- Support the CEO in the development and maintenance of key stakeholder relationships.

#### **Research & knowledge management**

- 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.
- Ensure an annual report of the work and achievements of the Audit & Review team is developed.

#### **Organisational leadership**

- Provide effective supervision and leadership to a small team.
- Contribute to the development and implementation of ACSL's strategic and business plans.
- Engage in continuing professional development and where applicable maintain professional registration requirements.
- Work in ways that support and uphold ACSL's values and adhere to ACSL's policies and procedures.
- Participate in regular supervision and an Annual Performance Review with the CEO.
- Perform other duties as reasonably directed by the CEO.

#### **4.0 Key Selection Criteria**

- Relevant tertiary qualifications (eg. law, accounting, social work, finance, psychology, etc).
- Evidence of management level experience in a similar role or in a field with readily transferrable knowledge and skills (eg. regulation, quality and compliance, public policy or related discipline).
- Evidence of data analysis and reporting skills, compliance and regulatory knowledge and the capacity to provide informed strategic advice.
- Understanding of the Church's history in relation to the failure to protect children, and a commitment to ensuring that current and future institutions and entities are free from abuse and exploitation.

#### **5.0 Core Competencies**

- **Business Acumen:** Applies knowledge of the business and the safeguarding environment to advance the goals of ACSL.
- **Inspire Others:** Creates a climate where people are motivated to do their best to help ACSL achieve its objectives.
- **Service Excellence:** Builds strong client relationships and delivers client-centric solutions. Seeks ways to improve outcomes for clients as consistent with ACSL's Mission, Vision and Values.
- **Professionalism:** Gains the confidence and trust of others through honesty, integrity, and authenticity.
- **Inclusion:** Interacts with all stakeholders in ways that demonstrate respect of social and cultural differences, and a commitment to challenging attendant social inequities.

## 5.0 Conditions of Employment

- This position is for 76 hours per fortnight. There is no paid overtime.
- While the position is currently based at the ACSL office in Melbourne, the position requires you to work from other sites from time to time.
- A competitive salary, commensurate with experience will be negotiated. The value of the salary can be increased through salary packaging.
- Superannuation is paid according to the Superannuation Guarantee into a compliant fund of choice.
- Employment is subject to the satisfactory completion of a range of pre-employment checks, including two 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 'Australian Catholic Safeguarding Ltd' as their employer.
- The successful applicant will initially be employed for a probationary period of six months. During this period, either party can terminate employment with one week's notice. A probationary review before six months will be undertaken.
- In the context of workplace 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 WH&S.
- Under Victorian Workcover legislation, it is the applicant's duty to advise ACSL 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.
- ACSL is a smoke-free workplace.

## 6.0 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	Daily
	Work in a team environment	Daily
	Work in different geographic locations	Regularly
	Work office hours with the possibility of extended hours	Regularly
	Work in an open plan office	As required
	Work in buildings which are multi-storey	As required
	Sit at a computer or in meetings for extended periods	Daily
People contact	Work from home	As required
	Liaise with Board Directors, Church, government, non-government & community organisations & companies	Regularly
Administrative tasks	Interact with members of the public who may display the full range of emotional expressions, including challenging behaviour	Regularly
	Undertake administrative tasks which may include the following: computer work, writing reports, participating in meetings, managing resources & budget, researching & analysing information & data	Daily
	Use technology including telephones including mobiles, personal computers, electronic whiteboards, copiers etc	Daily

**7.0 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:	Ursula Stephens, CEO
Date of Authorisation:	27/08/2021