

# POSITION DESCRIPTION

## Project Officer - Audit and Review Team

<b>Position status</b>	0.5 FTE
<b>Reports to</b>	Manager, Audit & Review
<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 their 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 part-time position working within a team and reporting to the Manager, Audit & Review. The location is negotiable as ACSL works as a distributed team. The ACSL head office is in Melbourne. This position is on-going.

The primary purpose of the position is to provide support to the Manager, Audit & Review in implementing 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 undertaking desktop research for audits and reviews of Church entities in meeting their implementation of the National Catholic Safeguarding Standards.

The Project Officer will support the work of ACSL management team to deliver high quality and cost-effective project deliverables on time.

The role is ideal for a resourceful and solutions focused person interested in maximising the potential of existing tools and digital solutions.

### 3.0 Key Responsibilities

#### Project Coordination

- Implement project management methodologies to identify tasks against deliverables as per agreed project plan.

- Monitor and report on project activities against agreed project plan.
- Coordinate stakeholder events including advisory group meetings.
- Prepare project updates/reports as required.

### **Project Support**

- Prepare meeting and consultation paper packs as required.
- Provide support and assistance with planning, implementation and evaluation of activities relating to the aims and objectives of current projects.
- Assist with the design and development of project products and tools.
- Maintain and develop orderly and accurate digital copies of meeting and consultation records.
- Work with internal and external stakeholders to achieve optimal outcomes.
- Prepare audit and review reports as required.

### **Other Duties**

- Provide administrative support including attending meetings and taking minutes or record keeping as required.
- Prepare materials for other ACSL publications as required.
- Other duties as directed.

## **4.0 Key Selection Criteria**

1. Prior experience in a project support role in the community sector.
2. An understanding of project management principles including planning, monitoring and evaluation.
3. Demonstrated competency in data management and analytics.
4. Demonstrated competency in written and verbal communication skills.
5. Demonstrated capacity to learn and acquire new digital skills and get the best out of existing software.
6. A positive, solutions focused attitude, with attention to detail and ability to meet tight and multiple deadlines.
7. Ability to work independently and within a small team on own initiative, demonstrating resourcefulness and managing competing priorities.

## **5.0 Conditions of Employment**

- This position is for 38 hours per fortnight. There is no paid overtime.
- 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 an open plan office	As required
	Sit at a computer or in meetings for extended periods	Daily
	Work from home	As required
People contact	Liaise with Board Directors, Church, government, non-government & community organisations & companies	Occasionally
Administrative tasks	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