



## Position Description – Diocesan Safe Ministry and HR Officer

Position Title:	Diocesan Safe Ministry and HR Officer
Department:	Anglican Diocese of Grafton
Reports to:	Registrar
Updated:	4/11/2024

### THE ROLE

The Safe Ministry and HR Officer is an important role in the Registry of the Anglican Diocese of Grafton.

This position supports the Diocese in maintaining up-to-date safe ministry practices, mandatory training, and licensing records for clergy, staff, and volunteers, while also assisting with complex human resource matters.

The Safe Ministry and HR Officer role is a **1.0 FTE** position. However, for the right candidate, this can be negotiated to allow for part-time work.

### PURPOSE OF THE POSITION

Operating under broad direction from the Registrar/General Manager, and key leaders – including the Bishop, Diocesan Archdeacon and Director of Professional Standards – the Safe Ministry and HR Officer will enhance the Diocese’s safe ministry practices, by implementing and maintaining an improved records and learning management system, ensuring that all mandatory training, safe ministry requirements, and licensing records for clergy, staff, and volunteers are current and accurately maintained across the Diocese. Additionally, the role provides support for complex human resource matters, offering advanced HR expertise.

### REPORTING RELATIONSHIPS

The Safe Ministry and HR Officer will liaise closely with the Bishop, Diocesan Archdeacon and Director of Professional Standards, as well as parishes and other ministry units but report to the Registrar.

### MAJOR DUTIES AND RESPONSIBILITIES.

- **Safe Ministry Support:** Oversee the implementation and management of systems to ensure compliance with all mandatory training and safe ministry requirements, with processes to flag potential compliance issues for proactive resolution.
- **Clergy and Lay Minister Licensing Oversight:** Manage processes and systems related to clergy and lay minister licensing, ensuring records are accurate and up-to-date.
- **Lead system improvements:** Work towards a learning and records management system that ensure processes and data related to mandatory training, safe ministry requirements and clergy licensing is managed in a streamlined way, with information updated directly by parishes and an automated process for flagging requiring action.

- **Human Resource Support:** Provide expertise in managing complex HR matters for both clergy and administrative staff, including development and updating key human resource management policy, and supporting productive conversations.
- **Policy and Ordinance Review:** Support the review and improvement of Diocesan policies and ordinances, executing reviews according to the scheduled policy and ordinance framework.
- **Work effectively with key governance bodies** on Safe Ministry and HR matters, including preparing papers for consideration, attending meetings for relevant agenda items, and leading the implementation of decisions.
- Other relevant duties and tasks as directed.

#### **Participation in Registry Improvement**

- Participate as part of the office team in the general improvement of the operation of the Bishop's Registry;
- Support an approach that fosters teamwork and consultation.

#### **QUALIFICATIONS AND SKILLS**

The Safe Ministry and HR Officer will have the following qualities, qualifications and skills:

1. Relevant experience in safe ministry practices, learning and records management systems and/or human resource management.
2. Tertiary qualifications, preferably in human resources, religious studies, business or similar followed by at least 3 years' experience in an organisational environment;
3. Advanced verbal and written communication skills, with the ability to draft reports, briefing documents, and correspondence.
4. Strong digital proficiency, with the ability to lead new system implementations and improve existing digital processes.
5. Excellent communication and interpersonal skills, the ability to build and maintain relationships with a diverse range of stakeholders.
6. Sound organisational and time management skills suitable for maintaining quality work and meeting deadlines in a multi-task environment.
7. Ability to work collaboratively within a team, demonstrating sound judgment, initiative, and a high level of integrity and confidentiality.
8. High proficiency in personal computing, especially with Microsoft Office 365 and similar tools.
9. Commitment to and understanding of equity and workplace health and safety principles.
10. A sympathetic understanding of and commitment to the ethos and values of the Anglican Church of Australia and an appreciation for its mission.

The ability to satisfy the background checks relating to Safe Ministry as required by the Anglican Diocese of Grafton (e.g. National Police Check; Working With Children Check) is essential.

#### **Desirable (but not required) Criteria**

- Prior experience in a similar role in an Australian Charity or Not for profit organisation
- Prior experience interacting with governance committees
- Membership of the Anglican Church of Australia.