**1 March 2022**

**Anglican Diocese of Gippsland**

**Position Summary: Director of Professional Standards**

**Overview:** The Anglican Diocese of Gippsland is committed to the physical, emotional and spiritual safety and welfare of all people. All churchworkers in the Diocese are required to adhere to high standards of personal and professional conduct in all areas of ministry.

The Director of Professional Standards (the DPS) receives and responds to complaints, queries and concerns regarding misconduct by clergy and churchworkers. The DPS ensures that any information provided is appropriately responded to, including advice, support, investigation, reporting to external bodies and / or examined under diocesan disciplinary procedures.

The DPS works with the Professional Standards Committee and the Safe Ministry Authority in developing policies, protocols and procedures for professional standards in the diocese, and in the dissemination of information and training designed to raise the awareness of our responsibilities within the diocese.

The DPS manages the Office of Professional Standards budget and works with the Safe Ministry Authority to ensure clergy and churchworkers are compliant with safe ministry requirements. The DPS supervises the Clearance Officer and volunteers engaged in administering clearances for safe ministry. The Diocese uses the on-line database system, Safe Ministry Online, as the primary source of collating all screening documents

The DPS is required to liaise with officers in other Diocese of the Anglican Church of Australia, including participation in the DPS network and maintenance of the National Register.

The DPS reports to the Chair of the Professional Standards Committee in relation to case specific matters, and reports to the Registrar in relation to personal employment issues.

**Reports to**: Chair of Professional Standards Committee and Registrar

**Key Relationships:**

Primary: Chair of Professional Standards Committee, Diocesan Registrar, the Bishop of Gippsland

Secondary: Chair of Safe Ministry Authority, DPS in other dioceses of the Anglican Church of Australia, Safe Ministry Officers\* (SMOs) in each parish and the incumbent clergy and PTOs.

*\* In the absence of an appointed SMO in a parish, the incumbent clergy shall be included in any communication relating to that parish.*

**Key Responsibilities**:

***Professional Standards Matters***

Oversight of all complaints against clergy or churchworkers relating to professional standards under the relevant code of conduct (Currently *Faithfulness in Service* (as amended by Gippsland Synod 2021)*,* the Professional Standards Act 2017 (Gippsland) and 10.1 Protocol for Responding to Complaints of Abuse, through:

* Provision of advice to complainants about the process
* Complaints handling and management as per diocesan protocols and ordinances.
* Receive complaints of bullying, harassment or other grievances and ensure that these are appropriately investigated, considered and resolved.
* Conduct or refer to mediation as appropriate to resolve ministry and relational disputes.
* Provides or oversees provision of support to complainants and respondents subject to allegations of misconduct.
* Implements Safety Agreements and provides on-going advice regarding management of persons of concern.
* Maintenance of the Anglican National Register of Persons of Concern.
* Assist in the process of screening church workers, including issue of Certificates of Clearance to clergy / churchworkers upon satisfactory completion of all safe ministry requirements.
* As required, work with statutory authorities such as Police, Commissioner of Children and Young Persons, and Child Protection Services
* Provide advice and support to the Bishop of Gippsland (or the Bishop’s delegate) in all matters under the Professional Standards Ordinance and in relation to safe ministry practices.
* Liaise with the Registrar as required on matters such as responses to the National Redress Scheme, information for civil settlements, other legal matters, insurance, records and databases related to safe ministry compliance, engagement of consultants and further resources for safe ministry.
* Provide reports, advice and recommendations to the Diocesan Corporation on policies, practices and reforms relating to safe ministry in the Diocese.
* Participate in any external audit of safe ministry in the Diocese of Gippsland
* Provide training, advice and support for clergy and parish officers.
* Any other lawful instruction from the Bishop of Gippsland or the Registrar.

**Program Development**

* Provide input into the maintenance and development of record keeping database systems and processes that enable clearance for safe ministry.
* Provide input into and improvements with file security
* Always maintain professional attitude and confidentiality of information contained in the SMO.

**General**

* Maintain external professional supervision that will assist you in sustainable and reliable supervision of support to victims of abuse, complainants and respondents.
* Work within delegations and reporting structure of your role
* Work in a manner that maintains your safety and that of others;
* Absolute protection of confidential and sensitive information, including management of personal information obtained by virtue of the position except as required by law;
* Work closely with the PSC, Bishop and Registrar building rapport and constructive working relationships;
* Through your personal presentation, communication and actions, reinforce the efforts of the Diocese of Gippsland to ensure that appropriate professional standards are integrated within its mission;
* Attend Committee meetings as required, and undertake any reasonable travel associate with the role.

**Key Selection Criteria**

**Mandatory**

* A good knowledge of the ethos and structure of the Anglican Church
* Full compliance with all requirements of Safe Ministry.
* Bachelor level qualifications in any of psychology, education, social work, law or counselling (or the equivalent in combination of experience and education).
* A sound understanding of the needs of people affected by abuse, harassment and misconduct and the profile of people perpetrating such behaviour.
* Demonstrated high level verbal and written skills for the communication with individuals and groups appropriate to different audiences.
* Demonstrated analytical and information processing skills
* Registration to access the National Register (to be arranged by the Diocese).

**Preferred**

* Proficiency in Microsoft Office Suite.
* Skills and experience in conducting investigations of complaints.

**Critical Competencies**

* A sound understanding of the needs of people affected by abuse, harassment or misconduct and the profile of people perpetrating such behaviour.
* A sound understanding of the legal, ethical and moral responsibilities associated with handling information about abuse, harassment and misconduct.
* Good administrative skills including good record keeping, report writing, time management and information management.
* Good educative skills for the communication with individuals and groups at all levels for good awareness and behaviours in safe ministry.
* Capacity to read, understand and advise on relevant legislation and policy documents for compliance.
* Capacity to develop and maintain effective interpersonal relationships relative to the role without compromising the objectivity and professionalism of the role.
* Effective self-care including an ability to care for oneself both mentally and physically.