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Uniting Church in Australia
SYNOD OF VICTORIA AND TASMANIA

Ministry Description

Culture of Safety Manager

Reporting to:	Associate General Secretary
Unit:	Secretariat
Location:	CBD, Melbourne
Tenure:	Ongoing
Hours per week:	Full time (if preferable, would consider part time arrangements)
Cost centre:	SG140
Date:	December 2021

Name

Signature

Date

Isabel Thomas Dobson
Associate General Secretary

Signature

13/12/21
Date

Mark Lawrence
General Secretary

Signature

13/12/21
Date

Uniting Church of Australia – Synod of Victoria and Tasmania

The Uniting Church in Australia – Synod of Victoria and Tasmania is the Council of the Uniting Church in Australia (UCA) responsible for the general oversight, direction and administration of the Church's worship, witness and service in the region allotted to it. It exercises pastoral, executive, administrative and disciplinary responsibilities in relation to the presbyteries within its bounds. In particular, it promotes and encourages the work of the Church, assisting congregations and presbyteries within its bounds in their faithful participation in the mission of God.

The UCA is committed to providing a safe environment for all, including children.

Secretariat

The Secretariat incorporates a range of responsibilities to ensure that compliance and risk, strategic, pastoral and relational activities align with the Synod's strategic direction and fulfilling Constitutional responsibilities¹. Working across the life of the Church, the Secretariat undertakes responsibilities including strategic direction, governance administration, legal services, safe church support and resources, and ministry services.

The Secretariat is responsible for the overall stewardship of resources allocated to Synod Ministries and Operations. Through this stewardship the General Secretary fosters the Synod's mission and ministry, capacity building and supports the highest level of accountability so that the Church's resources are responsibly and sustainably managed.

The Secretariat plays a pivotal role in nurturing relationships and building partnerships and connections. The Secretariat administers Synod Ministries and Operations to ensure good governance, accountability, and that collaborative, light and simple work systems exist to benefit congregations and presbyteries.

Culture of Safety Team

The team works to support and foster a culture attuned to the safety of all people involved with the Church. The Culture of Safety team develops protocols and practices to resource the Church to build and maintain safe places and ways of being.

The team ensures that resources comply with ethical and legislative requirements particularly regarding ministry with children and vulnerable people and that continuous improvement to the services, resources and initiatives designed for congregations, presbyteries and the Synod Ministries and Operations are delivered.

Role purpose

The Culture of Safety Manager is responsible for promoting, growing and sustaining a culture of safety and compliance in relation to a range of standards that guide the Church in its ministry. The role champions ethical behaviour, Supervision and oversees the delivery of Code of Ethics and Ministry Practice training.

This role manages a team of three staff who work together to guide and support the Church, in particular presbyteries and congregations, in living its commitment to be a safe place for all people. The work of the unit is diverse and provides both the opportunity to support and resource the Church's ministry and mission in ways that ensure it is a safe church which physically, emotionally

¹ In particular under paragraph 32, Uniting Church in Australia Constitution

and spiritually cares for all people as well as responding appropriately to people whose experience of the Church has not been one of being safe.

This role takes a hands-on approach to handling complaints and oversees and assists other team members in managing cases to respond to and reduce instances of abuse and misconduct.

This role provides resources for ministers to enhance their ministry practice, particularly in their engagement with the Code of Ethics and Supervision.

The role provides advice and information to leaders across the life of the Church. This role is responsible for liaison with the National Safe Church Unit and other synods particularly including coordination of Safe Church training and responding to requests for Direct Personal Responses.

This role facilitates desirable cultural changes and fosters a work culture that thrives on strong working relationships between and across Synod Ministries and Operations.

Key selection criteria

Qualifications and experience

- Qualifications in theology, education, counselling or mediation and/or a related field.
- Skills and experience in managing staff and cultural/systems change.
- Sound knowledge of relevant legislation, UCA policies, regulations regarding codes of behaviour for ministers and lay people and processes for addressing breaches.
- Certificate IV in Training and Assessment would be an advantage.
- Experience of working with CALD communities and volunteers preferably in leadership or ministry contexts.
- Strong understanding and experience of congregational life and ministry.

Skills and abilities

1. **Complaints handling:** Demonstrates clear understanding of the various processes for handling complaints, and the application of these for different issues and situations. Responds to issues appropriately and proportionately. Navigates complex processes with theological and pastoral sensitivity. Has the capacity to maintain strict confidentiality.
2. **Leadership:** Builds team commitment by demonstrating personal conviction. Translates organisational strategy into meaningful long-term plans and objectives for own area of responsibility. Motivates others to deliver against goals.
3. **People management:** Clearly defines role expectations, monitors performance, provides timely and constructive feedback, and facilitates employee development.
4. **Team work:** Cooperates and works well with others in the pursuit of team goals. Collaborates and shares information and shows consideration, concern and respect for others' feelings and ideas. Accommodates and works well with the different working styles of others.
5. **Service orientation:** Delivers timely and high quality services. Promotes a culture of service to church membership and the public that is responsive and pastoral. Uses understanding of context to tailor services.

6. **Relationship development:** Identifies issues in common and seeks knowledge to build mutually beneficial partnerships. Identifies and responds to other people’s underlying needs. Uses understanding of congregational life to shape approaches to resolving issues.
7. **Conceptual & analytical:** Deals with concepts and complexity comfortably. Uses analytical and conceptual skills to reason through problems. Has creative ideas and can project how these can link to innovations.
8. **Communication skills:** Demonstrates excellent verbal and written communication skills. Confidently conveys ideas and information in a clear and appropriately interesting way. Demonstrates excellent interpersonal skills and abilities to effectively interact with a diverse range of individuals, groups and committees.

Personal competencies/qualities:

9. **Committed Christian:** Maintains active membership within a congregation/faith community. Reflects on one’s own spiritual life and has translated insights to lead others in gathered faith communities.
10. **Culture & diversity:** Holds comprehensive awareness of the issues related to inclusion and fairness. Understands diversity in culture (CALD), abilities, age, gender (LGBTQIA+) and the benefits of diverse communities, including faith based gatherings and workplaces.

Other Requirements

Applicants are required to obtain a Working with Children’s Check, and their employment will be subject to satisfactory completion of a National Criminal History Check and signing the Synod’s Child Safe Code of Conduct.

Flexibility is required in terms of working hours, with work on weekends and/or in evenings necessary from time to time. Annual leave may not be taken immediately prior to or during the Synod meeting. Travel within Victoria, Tasmania and interstate will be required.

Key Accountabilities	Key Activities
Promote a Culture of Safety by	<p>Support and oversee the Culture of Safety team to foster a culture of safety across the life of the Synod.</p> <p>Educate those in ministry roles about ethical standards:</p> <ul style="list-style-type: none"> • Designing and preparing a program for ministers’ engagement with the Code of Ethics and Ministry Practice. Including for example: <ul style="list-style-type: none"> - Preparing, in collaboration with the Synod of NSW/ACT, two Ethical Ministry Refresher sessions each year. - Supporting presbyteries to facilitate ministers’ engagement with those sessions. - Collating and advertising training dates and monitoring attendance. - Regularly evaluating the Ethical Ministry training to ensure that ministers’ and the Church’s needs are met.

	<ul style="list-style-type: none"> - Developing an 'Introduction to Ethical Ministry' course for candidates, ministers new to the UCA and ministers who have not maintained their attendance at Ethical Ministry Refreshers. • Receiving enquiries regarding the Code of Ethics - particularly breaches, and providing timely and appropriate advice. Where necessary, directing people to the appropriate person, council or committee. <p>Ensure accurate information and resources are available to the wider Church, including for example:</p> <ul style="list-style-type: none"> • Website is updated with policies, resources and training opportunities. • Work with the Communications team (eLM) to ensure information and updates are broadly distributed. <p>Promote supervision practice:</p> <ul style="list-style-type: none"> • Redevelop supervision requirements which reflect contemporary best practice, revised expectations of training/qualifications for Supervisors and meet the expectations from the outcomes of the Royal Commission on Institutional Responses to Child Sexual Abuse. • Work collaboratively with eLM to promote training opportunities for Supervisors. • Ensure implementation of supervision across the Synod and presbyteries. • Create and update a record of supervisors. <p>In conjunction with other members of the Culture of Safety team and the National Safe Church Unit, support the Synod's response to updates in legislation and community expectations around child safety which may include, for example:</p> <ul style="list-style-type: none"> • Coordinating, facilitating, and auditing the Synod's compliance with the relevant legislation and requirements. • Reporting to internal and external stakeholders. • Advising the Associate General Secretary on relevant policy improvement, and areas of policy development. • Working with the National Safe Church Unit to ensure a cohesive and coordinated approach across the Church in regard to policy and resources. • Reflect theologically and identify ways in which these requirements align with the Church's mission and ministry. <p>Work collaboratively with the National Safe Church Unit and the Synod Safe Church Coordinator in the development and delivery of National Safe Church Training.</p> <p>Support and resource the Synod Sexual Misconduct Complaints Committee (SSMCC) in its work which may include assisting with conducting investigations relevant to sexual misconduct of ministers, and the development and monitoring of the Agreed Outcomes.</p> <p>To be the Synod's designated 'Convenor of Advisors' as defined in UCA Reg. 5.6</p>
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<p>Ensure accurate and timely case management</p>	<p>Identify and initiate appropriate processes, work with the Culture of Safety team to ensure a coordinated response and ensure appropriate communication with complainants, reporting bodies and other relevant parties.</p> <p>Prioritise complaints that are specific to child sexual assault and to children at risk.</p> <p>Monitor and evaluate the processes to ensure consistency, and continual improvement.</p>
<p>Lead & manage others</p>	<p>Promote the Synod Strategic Framework. Communicate the strategic intentions and share achievements aligned with these.</p> <p>Maintain clarity of purpose and leading other to speak with a common message</p> <p>Assign accountabilities, plan, and ensure clearly defined goals are established, annual operational plans are in place and that position descriptions remain accurate.</p> <p>Coach and mentor others and role-model leadership attributes and the Synod Ministries and Operations values and characteristics.</p> <p>Increase team effectiveness by recruiting, inducting, training, coaching, counselling.</p> <p>Prioritise projects and negotiate work areas with staff, including the co-ordination of work plans and projects. Monitor progress of the team's work.</p> <p>Review and monitor performance in line with the Synod Ministries and Operations Performance Planning and Development program (PPD).</p>
<p>Develop and maintain relationships</p>	<p>Develop and maintain effective relationships across the life of the Synod including key relationships with:</p> <ul style="list-style-type: none"> • Congregations and presbyteries • Legal Services, Bethel, People and Culture teams • National Safe Church Unit and colleagues from other Synods • Members of relevant committees • Ministers and people in specified ministries • other Synods, • the Assembly, • UCA entities including Uniting. <p>Build partnerships with external organisations and individuals, including ecumenical relationships as well as those within government and non-government agencies.</p>
<p>Communicate effectively</p>	<p>Confidently convey ideas and information in a clear and interesting way, clearly understanding the target audience and the objectives of the communication, using audience feedback to refine communication and handling difficult and sensitive communications well.</p> <p>Write briefs, emails, reports using clear, concise and grammatically correct language, editing written communications to ensure they contain the information necessary to achieve their purpose.</p> <p>Use multiple communication channels to tailor communication to relevant audiences.</p>

<p>Demonstrate team work</p>	<p>Openly share insights and working well with other staff within the Secretariat unit.</p> <p>Participate in team meetings and conversations with peers in a way that encourages collaboration, connection and lighter and simpler systems.</p> <p>Remain open and flexible to new ideas and the sharing of resources to ensure the wisest use of the Church’s precious resources.</p> <p>Demonstrate enthusiasm for the strategic direction and the purpose and goals of the team.</p> <p>Reflect the Strategic framework in team decision making.</p> <p>Maintain effective and respectful relationships.</p> <p>Resolve any conflict that may arise through effective reconciliation methods.</p> <p>Participate in team development activities and exercises to enhance one’s own leadership and foster a culture of teamwork across the unit.</p>
<p>Manage self</p>	<p>Demonstrate a commitment to self-development, learning new skills and gaining new insights into own effectiveness.</p> <p>Participate in the Synod’s Performance Planning and Development program (PPD).</p> <p>Prepare own work plan annually with agreed measurable outcomes.</p>

Workplace Values and Characteristics

Synod Vision:

Following Christ, walking together as First and Second Peoples, seeking community, compassion and justice for all creation.

Synod Ministries and Operations Mission:

To inspire, resource and enable presbyteries, congregations and agencies to live Synod's vision.

Values and Characteristics:

- *Trust – a dependable partner* (being a dependable partner that builds trust through: respectful, just and honest action; acting with integrity; ensuring the safety of all children and vulnerable people is paramount; aligning policy and practices; and fulfilling promises)
- *Collaboration – a shared responsibility* (taking responsibility and collaborating through; knowledge sharing; inclusive decision making; and walking together as First and Second Peoples)
- *Growth – an expansive culture* (embracing a culture of generosity and growth by: nurturing new ways of doing things; continuous improvement to practices, systems and processes; hearing all voices, contributions; welcoming diversity and consultative leadership)
- *Sustainability – a healthy ecosystem* (maintaining a vibrant environment by: the intentional use of resources and ensuring we have the right skills, development, gifts and talents where we and our work flourish)