



## POSITION DESCRIPTION

### Policy Coordinator

<b>Department</b>	Governance, Risk & Compliance
<b>Reporting Line</b>	Head of Governance, Risk & Compliance
<b>Key Stakeholders</b>	<ul style="list-style-type: none"> <li>• Diocesan Audit, Risk and Compliance Committee (DARCC);</li> <li>• Chancery Office;</li> <li>• Diocesan Companies;</li> <li>• Ministries;</li> <li>• Agencies;</li> <li>• Local Clergy &amp; Parishes;</li> <li>• External contractors; and</li> <li>• Various Board, Committee and Council Members.</li> </ul>
<b>Employment Type</b>	Permanent Full Time
<b>Location</b>	Bethany Centre, Diocese of Parramatta
<b>Employment Conditions</b>	Award Free

## ROLE PURPOSE

The Policy Coordinator is responsible for timely and accurate advice on policies based on analysis of legal, regulatory and compliance obligations and the organisation's risk appetite. Working with multiple stakeholders you will be responsible for overseeing the policy governance framework.

## Catholic Identity and Mission

As an employee with the Diocese of Parramatta, it is expected that in this role you will be supportive of and promote the mission and vision of the Catholic Church, including participating in staff liturgical and formation opportunities. Additionally, it is expected that during your work, you will promote and be driven by the Chancery values of Collaborate, Respect, Celebrate and Strive.

## KEY ACCOUNTABILITIES

### Policy Coordinator Accountabilities

- Assist the Head of Governance, Risk & Compliance in overseeing the policy governance framework, which includes quality review and monitoring processes around the development, review, and update of Diocesan policies by the respective policy owners on a rolling systemic cycle;
- Provide advice, guidance and support to policy owners and practitioners in the rollout phase of policies following review and updates of existing policy and when new policy is developed;
- Coordinate stakeholder engagement and communications throughout the policy consultation, design and implementation phases;
- Store, maintain and manage records related to policies using the Diocese's records management system and in accordance with relevant policies;
- Providing policy management and administrative support as required, including:
  - Sharing relevant documentation, policies and reports with relevant teams
  - Providing information and regular support to stakeholders
  - Being point of contact for various working groups in relation to development of policies.



- Administration preparation and attending policy related meetings. This includes, but not limited to coordination of the meeting, collation of information and preparation of meeting papers and reports for committee meetings; and
- Provision of briefing notes, speaking points and presentations prior to, during and after meetings to help inform and advance stakeholder discussions.

## **ESSENTIAL REQUIREMENTS OF THE POSITION**

### **Qualifications Licences and Competencies**

- Tertiary Qualifications in business administration, public policy, or equivalent experience;
- Current Drivers Licence;
- Current Working with Children Check Clearance.

### **Skills and Experience**

- Minimum 3-5 years' experience in a related field;
- A demonstrated understanding and preparedness to commit to the ethos and values of the Diocese of Parramatta and the Catholic Church;
- Ability to interact effectively with multiple and diverse stakeholders;
- Ability to build and maintain relationships and work confidently with people at all levels;
- A demonstrated ability to work well in a team and contribute to a positive workplace culture;
- Well-developed written and effective verbal communication skills, with attention to detail.);
- High level skills in Microsoft Office suite and proven ability to adapt to new computer software and applications;
- Strong interpersonal and networking skills;
- Ability to work independently, prioritise effectively and work to deadlines;
- Demonstrated focus on outcomes and emphasis on exceeding customer/client expectations;
- Significant commitment to client services and accountability for their performance;
- Ability to operate with discretion and maintain strict confidentiality;
- A demonstrated ability to comply with administration policies and systems;
- Demonstrated experience with stakeholder management; and
- Previous experience in roles which require the understanding of policy development and roll out.

The Diocese of Parramatta is a modern working environment that requires the agility of staff to respond to the changing needs of our communities. The Diocese may amend the duties and responsibilities of staff in accordance with changing circumstances and business needs.

The Diocese of Parramatta is a child safe organisation and is committed to providing child safe communities that recognise and uphold the dignity and rights of all children, young people, and vulnerable adults.

The Diocese of Parramatta is respectful and accepting of individual differences and is committed to embracing diversity and treating all people with dignity. In all that we do in the course of our work, the Diocese of Parramatta acknowledges the traditional custodians of the lands in which the Diocese of Parramatta sits, the land of the Darug and Gundungurra people.



**Acceptance**

I have read and understood the expectations as set out in this position description.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Name of Employee

\_\_\_\_\_  
Name of Witness

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## Chancery Values



**Grounded in the Gospel values,  
we are Ambassadors of Christ.**



# The Parramatta Way of Safeguarding is to...



Act with Justice, and state that we have a zero tolerance for any form of abuse or harm to children or any person

Act with justice and ensure that laws and obligations are upheld, and safety is paramount

### And it is to

Love tenderly, as we accept all who come to the Diocese of Parramatta from all walks of life, cultures, and abilities

Love tenderly, as we accept any person for who they are and where they are at in their lives

Love tenderly, as we look after and prioritise children and care for those who may be in a difficult situation or at risk of harm for whatever reason

Love tenderly, as we are servants of the Church, and our role is to walk beside you and support you

### And acknowledge

The traditional custodians of the land in which the Diocese of Parramatta sits - the Darug and Gundungurra people

The lifelong trauma of abuse victims and those failures of the Church to protect children and all adults at risk

The diversity of many cultural groups that reside in Parramatta creating a kaleidoscope of diversity and beliefs that are valued and respected

And celebrate the talents and gifts of the community and families of all abilities

### And promote

The principles of Catholic social teaching of dignity, respect, association, participation, support for the vulnerable, solidarity, stewardship, subsidiarity, equality and the principle of the common good.

*"This is what the Lord asks of you: only this, to act justly, to love tenderly and to walk humbly with your God."  
(Micah 6:8)*

