



CATHOLIC ARCHDIOCESE OF MELBOURNE

Policy & External Relations Officer Catholic Archdiocese of Melbourne

- **Permanent, full time role**
- **East Melbourne base with flexibility**

The Catholic Archdiocese of Melbourne through its ministries and agencies is at service of the people of God, planting the Gospel of Jesus Christ into their communities and lived daily. We are seeking to appoint a Policy and External Relations Officer to work in close collaboration with senior members of the Archbishop's Office and the Vicar General's Office.

The Policy and External Relations Officer reports to the Principal Advisor with the primary purpose of the role to support the vision of the Archbishop through policy advice, strategic planning and developing content for public engagements.

The key responsibilities include:

- Research and development of a strong policy foundation to support the Archdiocese and the Catholic Church.
- Develop and implement stakeholder management and engagement strategies.
- Analyse government, parliamentary and related documents and maintain knowledge on political developments.
- Assisting the Principal Advisor with preparing relevant briefing material on new legislation.
- Build, maintain and develop collaboration and coalition-building networks with other Catholic agencies.

To be successful in this role, you will have demonstrated capability in the following:

- A post graduate qualification in social science or related discipline
- A minimum of 5 years of experience in the fields of policy development in a government context or comparable sector
- Extensive experience in relation to policy development, monitoring and evaluation
- Demonstrated knowledge of compliance frameworks and the Victorian legislative environment
- Excellent stakeholder engagement skills
- Ability to provide pragmatic and sensitive advice
- A broad-based knowledge of the research literature in relation to relevant public policy

If you would like a more detailed overview of the role, please refer to the attached Position Description.

Successful applicants must be eligible to work in Australia, hold a current unrestricted drivers licence; and will be required to provide a Working with Children Check and a Police Check that is satisfactory to the Catholic Archdiocese of Melbourne.

Please provide a cover letter with your up to date Resume demonstrating how your skills align to the requirements of the role to recruitment@cam.org.au by 7th May 2021.

Position Description on next page...



CATHOLIC ARCHDIOCESE OF MELBOURNE

1. POSITION DESCRIPTION

Position Title:	Policy & External Relations Officer
Department:	Office of the Archbishop
Location:	East Melbourne
Employment Status:	Full Time, Permanent
Reports to:	Principal Advisor to the Archbishop

2. POSITION PURPOSE

To support the vision of the Archbishop through policy advice, strategic planning and developing content for public engagements.

3. ORGANISATIONAL DESCRIPTION

The Archdiocese of Melbourne through its ministries and agencies is at service of the people of God, planting the Gospel of Jesus Christ into their communities and lives daily.

Presided over by the Archbishop of Melbourne, the Archdiocese comprises around 1.1 million Catholics, and is the largest Archdiocese in Australia with a wide variety of people, cultures and ministries, providing services and support including pastoral, educational, social welfare and administrative support.

Under the guidance of four key priorities outlined by the Archbishop, the works and activities of the Archdiocese are oriented towards a missionary focus to address the ongoing needs of: Local Communities; Families; Youth and Young Adults; and the Poor and the Broken.

This is achieved through a pro-active engagement in the sharing of Mission; a reaching out in Gospel boldness; operating in an agile and responsive mindset; identifying and embracing what is fruit bearing in our works; understanding the outward focus and call of being missionary disciples; and being mindful of good stewarding in terms of time, talent and gifts.

4. KEY ACCOUNTABILITIES

1. Researching and developing a strong policy foundation to support the advocacy work and the advocacy strategy of the Archdiocese of Melbourne and the Catholic Church.
2. Responsible for providing timely advice on policy to support the effective operations of the Archdiocese of Melbourne and in particular on public policy issues which carry implications for the Church's mission.
3. Develop and implement stakeholder management and engagement strategies to create value and influence for the Archdiocese of Melbourne and wider Church.
4. Analyse government, parliamentary and related documents and maintain current knowledge on new political developments.
5. Assisting the Principal Advisor with preparing relevant briefing material on relevant new legislation proposals and developments.

6. Build, maintain and develop collaboration and coalition-building networks with other Catholic agencies to drive policy and reputation influence and outcomes for the Archdiocese & Catholic Church.
7. Connect & collaborate with ecumenical and interfaith communities, their leaders, regarding matters that impact upon religious freedom, make religious communities vulnerable or directly impact the mission priority areas of the Archdiocese of Melbourne.
8. Organise and manage successful events with partners and stakeholders.
9. Sensitively preparing materials supportive of the Church's teaching while interacting with policy challenges in areas such as family and marriage, beginning and end of life issues, and the Church's engagement with Parliamentarians and their advisors on controversial issues.
10. Identifying new opportunities for engaging the Gospel boldly and effectively in interaction with policy issues.
11. Takes reasonable care to protect the health and safety of themselves, fellow staff and others in the workplace.
12. The Archdiocese may require you to undertake other duties from time to time commensurate with your qualifications, knowledge, experience and ability.

5. JOB COMPETENCIES – (SKILLS)

- A post graduate qualification in social science or related discipline
- A minimum of 5 years of experience in the fields of policy development in a government context or comparable sector
- Extensive experience in relation to policy development, monitoring and evaluation
- Demonstrated knowledge of compliance frameworks and the Victorian legislative environment
- Excellent stakeholder engagement skills
- Ability to develop high quality written policies and procedural frameworks
- Ability to provide pragmatic and sensitive advice
- A broad-based knowledge of the research literature in relation to relevant public policy
- Capacity to work with subject matter which is highly confidential and sensitive in nature
- National Police record check (essential)
- Working with Children Check (essential)

6. PERSONAL COMPETENCIES – (ATTRIBUTES)

- Support the teachings of the Catholic Church and ethos of the Archdiocese with a motivation to work within the Church environment and possess a strong commitment to its values.
- Ability to actively nurture and build long-term relationships & partnerships of mutual trust with communities external to the Catholic Church to enable respectful cooperation in the key mission priority areas.
- Ability to build long-term partnerships and foster a spirit of trust and collaboration with federal, state and local government that enhance the work of the Archdiocese, contribute to successfully alleviating political pressures on religious freedom and religious organisations,
- Demonstrated ability to deliver an effective external relations strategy to build trust with the broader community and give voice to the missionary priorities and good works of the Archdiocese of Melbourne.
- Ability to work collaboratively to build the external relations response to unforeseen issues, crisis or other potentially problematic situations that generates communications.

7. INTEGRITY IN THE SERVICE OF THE CHURCH

Integrity in the Service of the Church aims to help employees reflect on and uphold Christian vision and values in all relationships and actions. The principles and standards which make up the Integrity in the Service of the Church are extensions of five basic principles for Church employees in which they:

- 1. Are committed to justice and equity**
- 2. Uphold the dignity of all people and their right to respect**
- 3. Are committed to safe and supportive relationships**
- 4. Reach out to those who are poor, alienated and marginalised**
- 5. Strive for excellence in all their work**

Service, given according to these principles, is life-enriching for both providers and recipients.

Our Reform in the Walking program identifies the following values:

- Collaborative and can build engagement around a common purpose
- Energy and Passion for Gospel Mission – be informed by the needs of the people you serve – communities, poor, young and families
- Flexible and agile in how to respond to ever changing needs
- Accountability and delivery
- Foster solutions within the communities
- Stewardship Care

8. POSITION DESCRIPTION ACKNOWLEDGEMENT

I have received, reviewed and fully understand the position description for the Policy & External Relations Officer position at the Catholic Archdiocese of Melbourne.

I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name_____

Date_____

Employee Signature_____