



**DIOCESE OF
PALMERSTON
NORTH**

Te Rau Aroha
Diocesan Centre
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POSITION DESCRIPTION

SAFEGUARDING AND COMPLIANCE OFFICER, DIOCESE OF PALMERSTON NORTH

Position

Position Title: Safeguarding and Compliance Officer

Location: Palmerston North

Reports To: General Manager

Functional relationships

Internal: Bishop of the Diocese
General Manager
Diocesan Team Leaders
Parish Priests and Parish Staff

External: Service Providers
Professional bodies and Government Agencies

Job purpose

1. To coordinate and implement the Diocesan Safeguarding responsibilities, including policy, advice, training, reviews, and communication with the National Office for Professional Standards (NOPS)
2. Maintain the Diocesan Health and Safety Management System in Diocesan Office and Parishes
3. To work co-operatively and responsively with all staff of the Diocesan departments, agencies and parishes



SAFEGUARDING

- Ensure any diocesan policy is consistent with the National Safeguarding Guidelines and the work of the National Office for Professional Standards (NOPS)
- Provide advice to all entities within the diocese on the implementation of the Safeguarding Guidelines; in particular:
 - concerns raised about the possible abuse, disclosures of abuse and complaints of abuse
 - safe recruitment practices and training
 - creating and maintaining a safe environment
- Provide advice to the diocesan vetting officer for considering results that raise matters of concern
- Check that all documentation is in place
- Arrange and contribute to training for priests, religious and staff in cooperation with Te Kupenga – Catholic Leadership Institute and the National Office for Professional Standards (NOPS)
- Organise and deliver safeguarding training as directed by NOPS for volunteers in parishes and organisations
- Ensure clear and accurate records of trainings are kept (who, when, level)
- Ensure that new volunteers and staff are provided with timely training
- Provide information to NOPS regarding safeguarding practices in the diocese
- Contribute to the development of national policies and procedures
- Support the external review of safeguarding compliance managed by NOPS
- Keep an up-to-date record of all entities in the diocese that are considered agencies within the Catholic Church
- Undertake a review of parishes and other groups under the jurisdiction of the bishop to ensure policies and processes adhere to the approved National Safeguarding Guidelines and other national policy
- Ensure procedures around complaints are appropriately and effectively managed, recorded and communicated

HEALTH & SAFETY

- Maintain the Diocesan Health & Safety Management system in Diocesan offices and parishes
- Conduct assessments of health and safety functions and responsibilities to ensure they are being carried out appropriately
- Review the health and safety plan, objectives, policy, procedures and performance on a regular basis, updating and amending as appropriate
- Report the results of health and safety assessments/reviews, incident trends and potential health & safety hazards/risks to Board
- Have up to date knowledge and understanding of legal requirements relation to health & safety and sharing this knowledge with colleagues
- Demonstrate best health & safety practice and behaviours and encourage staff to follow
- Maintain all the necessary documentation (health & safety systems and procedures, audits, meeting minutes, accident reports etc.)
- Promote continuous health & safety improvements by identifying and recognising/encouraging successful site health & safety improvements and innovations
- Hazard/risk identification
- Arrange training of staff in the use of First Aid and Defibrillator

