

POSITION DESCRIPTION

Position Details

Title:	Paralegal
Name:	
Division:	Office of the Director of Safe Ministry

Relationships

Direct Managers	Director of Safe Ministry	
Direct Reports	NA	
Key Internal Relationship	Key External Relationships	
<ul style="list-style-type: none"> • ODSM team • Archbishop and Bishops • Safe Ministry Board 	<ul style="list-style-type: none"> • All Parishes including clergy and office holders of the parishes. • General enquiries from the public or church 	

PRIMARY PURPOSE

In one or two paragraphs, state the main purpose of the role – use action words to define WHAT is done and WHY it is done.

Office of the Director of Safe Ministry (ODSM) administers the complaints procedures for responding to sexual abuse and misconduct in the Anglican Diocese of Sydney and together with the Diocesan Safe Ministry Board promotes a culture of safe ministry in the Diocese. This role's purpose is to:

- To provide legal and related support and assistance for the work of the ODSM.

Key Result Areas (KRAs)	How are they delivered	How are they measured
Organisational Values	<ul style="list-style-type: none"> • Model the organisational values of SDS at all times in the workplace. 	Ongoing
Team participation, strategy and Innovation	<ul style="list-style-type: none"> • Make a positive contribution during team meetings. • Proactively consider opportunities to streamline and improve the quality and efficiency of work undertaken within the Division. • Actively seek to make a contribution to the implementation of SDS's strategic plan. • Make suggestions about how SDS can improve the delivery of its existing services or deliver new services. 	As opportunities arise
Working Safely	<ul style="list-style-type: none"> • Work in a safe manner, complying with the policies and procedures of SDS in relation to work health and safety. • Report all hazards and incidents in accordance with the appropriate policies and procedures. 	
Annual Objectives	<ul style="list-style-type: none"> • Meet any annual goals or objectives agreed with your senior manager. 	
Assistance to the Director of Safe Ministry	<ul style="list-style-type: none"> • Assist the Director of Safe Ministry or his delegate in undertaking work required as a result of church complaints processes, redress claims and file reviews. • Development of policy, brochures and other documents to assist ODSM with its work. • Undertake other duties delegated by or on behalf of the Director of Safe Ministry. 	
Document management	<ul style="list-style-type: none"> • Maintain and collate records of review work completed by the ODSM and other organisations of the Diocese of Sydney. • Systematically identify and collate records or documents that require filing by conducting thorough searches of electronic systems. 	
Research	<ul style="list-style-type: none"> • Undertake research and search inquiries on behalf of the ODSM in response to allegations 	

	received or claims made and other research tasks relevant to safe ministry.	
Record Management (5%)	<ul style="list-style-type: none"> • Ensure files and records kept in accordance with ODSM requirements. 	Records maintained
Projects	<ul style="list-style-type: none"> • Assist in other related projects or goals of the ODSM. 	Ongoing
Client Service	<ul style="list-style-type: none"> • Deal with general enquiries as they arise. 	Enquiries responded to in a timely manner.
Team Support	<ul style="list-style-type: none"> • Be an active member of the staff team and engage in regular meetings to build a culture of care and support 	

ORGANISATION VALUES

Our values

At SDS we ...



RESPECT

Inspired by Christ's humility, we always treat people with the dignity and care that is due to them as image-bearers of God.

Show proper respect to everyone, love the family of believers, fear God – 1 Pet 2:17



INNOVATE

We continually look for better ways to serve with the resources God has given us.

Each of you should use whatever gift you have received to serve others, as faithful stewards of God's grace in its various forms – 1 Pet 4:10



COLLABORATE

We seek and value the input of others to better meet the needs of those we serve.

God has placed the parts in the body, every one of them, just as he wanted them to be [for] there are many parts but one body – 1 Cor 12:18 & 20



CELEBRATE

We reflect on our achievements and efforts with a spirit of joy and thankfulness to God.

I thank my God every time I remember you [and] I always pray with joy because of your partnership in the gospel – Phil 1:3–5



DELIVER

We are focused on providing outcomes that meet the expectations of our stakeholders.

Always give yourselves fully to the work of Lord, because you know that your labour in the Lord is not in vain – 1 Cor 15:58

Capability Profile	
Required Experience	<ul style="list-style-type: none"> • Second, third or fourth-year university student with some legal experience.
Skills/ Knowledge/ Abilities/ Behavioural Competencies	<ul style="list-style-type: none"> • Ability to work unsupervised. • Ability to work in a team environment. • Demonstrate attention to detail and punctuality. • Strong verbal and written skills. • Legal research skills. • Polite and presentable manner. • Positive attitude with a willingness to learn.
Christian Commitment	<ul style="list-style-type: none"> • A demonstrated Christian faith • Aligned with the principles and values of the Anglican Church in the Diocese of Sydney, ideally a member of an Anglican church.

ACCEPTANCE

Employee Name:	
Signature:	
Date:	