Position Description

Title Western Australia District Professional Standards Officer

Line manager Manager of the Lutheran Church of Australia Professional Standards Department

Classification LCA Lay Worker Level 2, Paypoint 1

Employment period Three years (start date negotiable)

FTE 0.2 (one day a week)

Objective of position

The Professional Standards Department (PSD) implements policies covering topics including, but not limited to, child protection and prevention of harassment. The Professional Standards Officer (PSO) is to provide services, on behalf of PSD, within the Lutheran Church of Australia Western Australia District (the District).

Primary responsibilities

* Reporting directly, with full accountability, to the PSD manager
* Working closely in a collaborative manner with the Professional Standards Training Coordinator, the District Bishop and the District Administrator

Main duties of position

* Providing Professional Standards training, regarding the LCA’s Standards of Ethical Behaviour and Working with Children & Youth, within the District
* Completing the associated workshop administration
* Providing information, assistance and advice to people in the District
* Processing volunteer police checks for people in the District
* Assisting the PSD manager with addressing matters that arise within the District

Required skills and qualifications

* An active Christian, who is willing to work in the environment of the LCA
* Completion of the existing Professional Standards training program
* Demonstrated presentation skills to diverse audiences, with ability to facilitate group discussions
* A high standard of written and verbal communication skills
* Proven ability to learn quickly and work without direct supervision, including advanced organisational and time management skills
* Demonstrated ability to maintain confidentiality
* Proven ability to use information technology
* Certificate IV in Training & Assessment desirable but not essential
* Willing to participate in further training offered in the LCA, such as training in relation to Reconciliation Ministry

General terms of appointment

* A current Working With Children Check is required.
* The position is part-time - one day a week.
* Training activities may occur at nights and on weekends.
* When not delivering training, the PSO will primarily work from home.
* Travel throughout the District, and occasionally interstate, will be required.
* The PSO must hold a driver’s licence, have access to a car and be prepared to drive a hire car if necessary.
* The LCA will cover travel expenses.