

JOB DESCRIPTION

- POSITION:** Manager
- REPORTS TO:** Executive Officer, NZ Catholic Bishops Conference (“NZCBC”)
- LOCATION:** Wellington, NZ
- EMPLOYMENT:** Permanent, 25 to 37.5 hours negotiable, four/five days per week

Context

Te Huinga o Ngā Pīhopa Katorika o Aotearoa / the New Zealand Catholic Bishops Conference (“NZCBC”) is the assembly of the Catholic Bishops of New Zealand co-ordinating national activities and ministries of the Catholic Church. These include education, social justice, Katorika Māori, communications and engagement with the public, liturgy, ecumenism, bioethics, interfaith relations, pastoral work in prisons and hospitals, and more.

The Catholic Church in Aotearoa is committed to a deepening understanding of the principles of Te Tiriti o Waitangi / Treaty of Waitangi with a bi-cultural way of working across all ministries.

Purpose of the Role

The Manager carries out project, people, agency coordination and other ad-hoc functions of the NZCBC Secretariat. This role incorporates both the project specific work and business-as-usual functions. The purpose of the role is to support the Executive Officer in providing a high level of professional services to the NZCBC and the wider Church.

Our Team

The work of the Conference is supported by the Secretariat which is managed by the Executive Officer and supported by the Manager, Communications Advisor, Accountant and Administrator. We are a supportive team, each working independently day-to-day with strong communication.

The Secretariat has a wide stakeholder network within the Church as well as with external parties. Our office has a big picture approach and is involved in or keeps aware of the many different areas of the Church and the non-profit sector.

The Secretariat is primarily based at the Catholic Centre in central Wellington, with a flexible and family-friendly work environment.

Key Objectives and Accountabilities

The responsibilities of the Manager:

1. Project management

Oversee the delivery of discrete pieces of work, typically with a research/analytical focus, requiring collaboration and often working within time constraints.

- Support the definition and design of projects including development of project terms of reference, resource contracting, project planning, reporting, conducting the work, and overseeing to completion.
 - Provide support to agencies and other bodies in project matters that arise from time to time for best practice project management.
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2. Planning and future-watch

Support the Secretariat in assisting Conference with its strategic planning and change management needs.

- Carry out research into issues of concern to provide Conference with analysis and background information.
 - Monitor community, Church and non-profit developments which may have relevance for the bishops in their dioceses or collectively.
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3. Operational support

Support the Secretariat in ensuring the efficient operations.

- Coordinate the Information Technology needs of Conference and its agencies (excepting Caritas, Holy Cross Seminary and Te Kupenga).
 - Ensure there is an efficient and effective filing and archiving system for the NZCBC to enable information to be quickly accessed and in compliance with NZCBC policy.
 - Manage other aspects of the NZCBC operations as arises from time to time.
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4. People support

Ensure that the human resources processes of the NZCBC are robust, ethical, and implemented appropriately, and that staff are well-resourced to do their work.

- Coordinate employment processes for the appointment, induction, review and exit of staff for Conference bodies (approximately 20 staff across the Secretariat, National Liturgy Office, Tribunal, Catholic Enquiry Centre etc.)
 - Coordinate the development and review of Conference employee policies.
 - Support dioceses and agencies in sharing human resource best practices.
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5. Agency support

Support the Secretariat in oversight of Conference agencies and committees.

- Support Conference bodies with staff and committee/board succession planning and the appointment of board and committee members.
- Support agencies with new initiatives or administrative and compliance functions as needed.
- Oversee the strategic planning efforts of Conference bodies and the review of progress against strategic plans.
- Support agencies in reviewing their terms of references and other oversight documents.

6. Other

Support the Executive Officer with other matters that arise from time to time.

- Support the Executive Officer in matters related to the NZCBC, the NZCBC Finance Committee or other projects as needed from time to time.

Skills, Experience and Qualifications of the Role

Required:

- Experience in project management and/or human resources and/or administrative management or similar
- Track record of team leadership or good track record of team coordination
- High level of competence in computer and digital platforms
- Relevant tertiary qualifications
- Excellent writing and proof-reading skills
- High level of accuracy and attention to detail
- Highly organised, excellent time management skills and ability to prioritise
- Ability to work independently and as part of a team
- Understanding of Te Tiriti o Waitangi / Treaty of Waitangi or willingness to develop an understanding
- A commitment to the vision, mission and values of the New Zealand Catholic Church

Other advantageous qualities:

- Understanding of church and parish life demonstrated through active participation
- Understanding of the national activities of the NZCBC and the different Church structures
- Familiarity with public policy and government processes
- Some Te Reo Māori or other language skills

Key Relationships of this Role

The role is carried out in accordance with the NZCBC's Norms and Directives. Key relationships include:

- NZCBC Executive Officer and Secretariat
- Bishops of New Zealand
- NZCBC Conference bodies (NZCBC Finance Committee, Council for Young People, National Liturgy Office, Committees for Interfaith and Ecumenism, Te Rūnanga, Tribunal, Catholic Enquiry Centre, Caritas, Te Kupenga, NZCEO and others)
- Diocesan staff
- Non-profit bodies