

Compliance Officer

Safeguarding Broken Bay

Full-time | \$67,000 + super

Safeguarding Broken Bay is seeking a committed and detail-oriented **Compliance Officer** to support the Diocese of Broken Bay's safeguarding work and help foster a strong culture of safety, accountability, and care.

This is a full-time role suited to an experienced administrator who values integrity, confidentiality, and service, and who is motivated to contribute to the mission of the Catholic Church.

About the Role

Reporting to the Safeguarding Lead and working closely with the Vicar General, the Compliance Officer provides essential compliance and administrative support to the Safeguarding team. The role focuses on screening, records management, stakeholder liaison, and reporting in accordance with legislation, diocesan policies, and safeguarding best practice.

You will work closely with clergy, Chancery staff, parishes, and other dioceses to ensure safeguarding screening processes are accurate, timely, and compliant.

Key Responsibilities

The Compliance Officer will be responsible for, among other things:

- Providing high-quality administrative support to the Safeguarding team, including correspondence, document management, meeting support, and audit preparation
- Managing safeguarding screening processes for clergy, visiting clergy, Chancery staff, and others, in accordance with legislation and diocesan policies
- Administering screening systems and registers, including:
 - Working with Children Checks (WWCC)
 - National Police History Checks (NPHC)
 - Ministry Cards
 - Australian Catholic Ministry Register (ACMR)
 - Safeguarding Statements
- Maintaining accurate, confidential digital and physical records

- Monitoring screening expiry dates and compliance status, and preparing regular reports for the Safeguarding Lead and Vicar General
- Responding to screening and compliance enquiries from clergy, those preparing for orders, parishes, and diocesan stakeholders
- Supporting diocesan and inter-diocesan screening initiatives and agreements
- Identifying and escalating systemic compliance risks or issues
- Providing timely and professional support to parishes in safeguarding-related matters

About You

You are an organised, discreet, and service-oriented professional who can manage sensitive information with care and confidence.

You will ideally bring:

- Experience in an administrative, compliance, or office-based role
- Strong organisational skills with the ability to manage competing priorities and work autonomously
- High-level computer skills, particularly in the Microsoft Office suite
- Excellent written and verbal communication skills
- Strong interpersonal skills, including tact and diplomacy
- A demonstrated ability to maintain confidentiality and exercise sound judgement
- An understanding of, or willingness to work within, a Catholic faith-based environment
- A values-driven approach and commitment to service and accountability

Safeguarding and Screening Requirements

The successful applicant will be required to:

- Hold, or be eligible to obtain a **Working with Children Check (WWCC)**
- Be eligible to obtain a **National Police History Check**
- Support and uphold the Diocese of Broken Bay's commitment to safeguarding children and vulnerable persons

Why Join Us?

- Meaningful work supporting safeguarding and wellbeing across the Diocese

- A supportive, values-based and mission-driven workplace
- An opportunity to contribute to work of real significance for clergy, parishes, and communities
- Free onsite parking
- Access to Employee Assistance Program (EAP) for you and your family
- A friendly and supportive team committed to your success
- \$67,000 salary plus super.

How to Apply

If you're ready to take the next step in your safeguarding career and want to work in a values-based organisation, we'd love to hear from you.

Please send your resume and a short cover letter outlining your interest in the role to recruitment@bbcatholic.org.au.

Applications will be reviewed as they are received, and early submissions are encouraged.

Applications close: 13 Feb 2026