



Position Description

E/1.5.3

Completed Position Description are to be supplied to [People and Culture](#) for endorsement before use.

Position title	
Synod service area	
Position status	
Location	
Classification/salary	
Next review date	

The organisation:

The Uniting Church in Australia (the Church) is a large uniquely Australian Christian denomination in Australia with heritage from historical reformed evangelical denominations. In Queensland, the Uniting Church has around 250 congregations and has early childhood, schools, colleges and large community services (such as UnitingCare Queensland and Wesley Mission Queensland).

The Uniting Church is multicultural, committed to reconciliation with First Peoples, calls for reconciliation across its communities and aims to use its people and property resources wisely and in the furtherance of God's mission in the world.

Position purpose:

The purpose of this role is to provide [briefly describe why the position exists and how it is aligned with the purpose of the Office of the Synod].

Key responsibilities:

- [List responsibilities]
- *Maintain an in-depth understanding of all culture elements and values. Embody and continually demonstrate the value-based behaviours by setting a clear clean and consistent example for others. [Remove if not required]*
- *Provide leadership, perform day to day supervision, inspire others to perform, build trusting relationships, conduct performance appraisal/management and facilitate professional development of direct reports. [Remove if not required]*
- Model the values of the Uniting Church in Australia, Queensland Synod in day to day work including interactions with managers, lay staff, ministry agents, clients and stakeholders.
- Compliance with Queensland Synod policies, procedures and relevant legislation.
- Comply with Health and Safety directions and Public Health directions.
- Undertake other duties as and when directed within the scope of the role and the capabilities of the incumbent.



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Key performance indicators:

- [List accountabilities associated mission, people, finance and business]
- Comply with delegations of the Office of Synod where delegations have been permanently or temporarily assigned to the position.
- Maintain alignment with the Office of Synod purpose, culture and values (values referenced under additional requirements).

Reporting relationship and delegations:

- [List the position/s that directly report to this position]
- [List the positions/s this position reports to]

Selection criteria:

Qualifications:

- [List qualifications]

Experience and skills:

- *What level of computer skills does the incumbent need? What systems experience do they need? What level of experience (not years)? [eg. Microsoft suite, different software or systems]*
- [List experience and skills required for this role]

Additional requirements:

- *Current Driver's license. [Remove if not required]*
- *Suitability Card for Child Related Employment (Blue Card) – All adults who work with people under 18 years in QLD in regulated employment are required to undergo a “Working with Children Check” under the screening provisions of the Working with Children (Risk Management and Screening) Act. Presentation of a current Suitability Card must be made before appointment to the position can be confirmed. [Remove if not required]*
- *National Criminal History Check to be provided and assessed every three years. Presentation of a current National Criminal History Check must be made before appointment to the position can be confirmed. [Remove if not required]*
- *Professional membership. [Remove if not required]*
- *Intra/international travel. [Remove if not required]*
- *Hold current First Aid, CPR and Asthma & Anaphylaxis certification. [Remove if not required]*
- *Work within the Early Childhood Association (ECA) Code of Ethics. [Remove if not required]*
- The successful applicant must be eligible to legally work in Australia and proof of eligibility may be requested.
- Behave in accordance with the values of the Office of the Synod.



Position Description

Authorised by:

Signature

Position title

Name

Date

Document number		E/1.5.3			
Version	Approval date	Approved by	Effective date	Policy owner	Policy contact
1.1	25.08.2022	PC	25.08.2022	People and Culture	Executive Director People Culture and Learning
Next scheduled review		15.08.2023			