



ANGLICAN DIOCESAN  
SERVICES

## Position Description

<b>Position title</b>	<b>Diocesan Registrar</b>
<b>Status</b>	Full-time

## Position Description

The Registrar is a member of the Anglican Church, is appointed by Bishop-in-Council and reports to the Anglican Diocesan Services (ADS) General Manager. The Registrar is a member of the ADS Executive based in Canberra and works closely with the Diocesan Bishop and the ADS teams. The Registrar ensures the effective delivery and implementation of strategic advice, support and partnerships that support the advancement of the Diocesan mission.

The Registrar is an ex officio member of Synod, Bishop-in-Council and Ministry Executive and will be required to exercise the responsibilities listed under the Diocesan Ordinances (outlined below)

## Primary Responsibilities

### Secretariat

Provide, either directly or by delegation, operational and secretarial services for Diocesan governance bodies, including but not limited to:

- Bishop-in-Council
- Ministry Executive
- Property Trust
- ADS Board
- Pelican Foundation
- Any other groups, as requested;

### Strategic Missional Support

Work with the Bishop in promoting and advancing the mission and vision of the Diocese:

- Provide high-level organisational and strategic support to the Bishop
- Support the Bishop and Bishop-in-Council in the implementation of the Diocesan Vision and Mission Plan
- Liaise with the ADS Directorates in providing advice to the Bishop, Assistant Bishop, Archdeacons and all other members of the clergy in the Diocese
- Participate in the development of the Diocesan strategic missional and associated business plans
- Contribute to and support the implementation of these strategic missional and business plans, as well as the monitoring and review of these plans
- Ensure appropriate reporting to inform the Bishop and Bishop-in-Council of progress towards agreed strategic objectives

### **Managing stakeholder relationships:**

- Establish and maintain communication with the Bishop and the Senior Clergy Leadership of the Diocese
- Maintain effective and efficient communication with the General Manager and ADS Directorates as required to fulfil the duties of the Registrar.
- To be a conduit of Communication between Ministry Units and the Diocese, especially the Bishop-in-Council, Ministry Executive, and other Agencies.
- Be a conduit for communication between the various agencies and schools of the Diocese and Bishop-in-Council, especially regarding funding needs
- Ongoing development and enhancement of the Diocesan communication channels

### **Synod and Diocesan Council Functions**

- Provide diocesan governance and secretariat services, which ensure good governance and accountability, coordination and support services to Synod, Bishop-in-Council, Property Trust, Ministry Executive and the Pelican Foundation, and as otherwise directed by the Bishop.
- Ensure all decisions and actions arising from Synod and Bishop-in-Council are implemented and reported on
- Ensure advice and assistance is provided to associated committees and working parties of Synod and Bishop-in-Council when requested
- Liaise with General Synod and the General Secretary
- Liaise with the Provincial Synod and the Provincial Secretary

### **Ordinance Obligations - Registrar**

- Ensure the Ordinance obligations of the Registrar are fulfilled
- Check and sign Bishop's licences (licences to be prepared for signature by the Bishops office)
- Liaise with the Director of Professional Standards and Safe Ministry for screening checks of clergy and laity
- Work and consult with the Director of Professional Standards on all Professional Standards settlements and other presenting Diocesan legal matters.
- Work and consult with the Director of Safe Ministry on operational and legal matters pertaining to safe ministry in Diocese.
- Witness the oaths of clergy and lay leaders and witness ordinations

### **General Supervisory and Administrative Controls**

- Ensure policies established by Bishop-in-Council are adhered to, including where these are specified in Ordinances.

### **Administration**

- Encourage an ethos of Christian ministry within the Diocesan Office
- Foster an inclusive, supportive and positive work environment that encourages open communication and learning opportunities for all staff

### **Key skills and experience**

#### **Key Skills**

- Excellent communication skills

- Exceptional organisational and time management skills
- Ability to provide leadership, coaching and guidance to staff
- Knowledge of Diocese structure and its workings
- Ability to delegate
- Facilitate and drive new Missional initiatives and projects
- Ability to work in both a team environment and autonomously when required
- Demonstrated ability to lead and contribute effectively to meetings
- Understanding of governance processes

### Experience

- Member of the Anglican Church
- Minimum 5 years experience in a senior executive role
- Staff supervision/management
- Policy development and strategic planning

### Key Personal Attributes

- Team player
- Professional appearance
- Friendly and approachable

### Other Requirements

- Tertiary degree, preferably in Business Administration/Management

### Reports to:

Synod

Bishop-in-Council

ADS General Manager

### Direct Reports:

Deputy Registrar

Director Safe Ministries

### Key relationships

Diocesan Bishop, Assistant Bishops, Archdeacons, Clergy, Director of Professional Standards, Director of Safe Ministries, ADS General Manager, ADS Executive and Members of all Governance bodies.