

POSITION DESCRIPTION

POSITION DETAILS

Title:	Assistant Registrar
Name:	
Division:	Parish & Operations

RELATIONSHIPS

Direct Managers	Diocesan Registrar	
Direct Reports		
Key Internal Relationships	Key External Relationships	
Archbishop Senior Clergy Diocesan Secretary Manager, Parish Operations Parish Support Partner SDS IT Team	Other Diocesan Registrars Clergy & Lay ministers Heads of Diocesan Organisations	

PRIMARY PURPOSE

In one or two paragraphs, state the main purpose of the role – use action words to define WHAT is done and WHY it is done.

- Assist the Registrar maintaining the Acts and Proceedings and Records of the Archbishop
- Deliver the licensing and authorisation of ministry personnel in the Diocese, including assisting with the Nomination and Retirements Boards as needed
- Deliver Marriage processes eg celebrant registration with BDM, oversee the remarriage of divorced persons approvals
- Deliver publication of the Diocesan Year Book
- Deliver the licensing of entities, including churches (and faculties) and parishes, and administration of other parochial matters e.g., Annual Statistics, receiving notifications required under Ordinance
- Processing and recording of parish officers (e.g., AGM Returns and Safe Ministry Representatives)
- Assist the Diocesan Registrar with Provincial Synod and its Standing Committee, and other Provincial Matters

KEY RESULT AREAS (KRAs)	How they are delivered	How they are measured
Organisational Values	<ul style="list-style-type: none"> • Model the organisational values of SDS at all times in the workplace. 	<ul style="list-style-type: none"> • Ongoing

KEY RESULT AREAS (KRAs)	How they are delivered	How they are measured
Team participation, strategy and Innovation	<ul style="list-style-type: none"> • Make a positive contribution during team meetings. • Proactively consider opportunities to streamline and improve the quality and efficiency of work undertaken within the Division. • Actively seek to make a contribution to the implementation of SDS's strategic plan. • Make suggestions about how SDS can improve the delivery of its existing services or deliver new services. 	<ul style="list-style-type: none"> • As opportunities arise
Safety	<ul style="list-style-type: none"> • Work in a safe manner, complying with applicable safety rules and reporting all hazards and incidents. 	<ul style="list-style-type: none"> •
Relationship Management / management of services	<ul style="list-style-type: none"> • Assist the Diocesan Registrar with the provision of services by SDS in accordance with service level agreement with EOSC, to ensure that the Registry fulfils its tasks in accordance with those standards (including administration of, and responsibility for, the Registry Salesforce Database). 	<ul style="list-style-type: none"> •
Compliance	<ul style="list-style-type: none"> • Ensure compliance by SDS with all relevant statutory and other legal responsibilities, including obligations in relation to work health and safety. 	
Licensing (40%)	<ul style="list-style-type: none"> • Process applications for clergy licences and lay authorities, Ordinations, Faculties and any other licensing of churches and parishes. • Process the clergy and lay compliance needed for licensing - WWCC process including renewals, CLQ, SMT etc • Process the Letters of Good Standing and prepare letters as needed 	<ul style="list-style-type: none"> •
Registry database (Salesforce) management (10%)	Maintain the Registry Salesforce database including: <ul style="list-style-type: none"> • accurate maintenance of data • Design and ongoing development of the database along with the Registry Database Administrator 	
Year Book (5%)	<ul style="list-style-type: none"> • Assist the Diocesan Registrar with the production of a Diocesan Year Book annually/bi-annually • Assist the Diocesan Registrar with developing a digital Year Book being made available online securely. • Oversee and maintain the collection and update of information for the Year Book. 	
Support Diocesan Boards (15%)	<ul style="list-style-type: none"> • Assist the Diocesan Registrar with providing or provide as required, Secretarial support to the Nomination Board and Retirements Board. (Nomination Board is ongoing, Retirements Board is when needed) 	

KEY RESULT AREAS (KRAs)	How they are delivered	How they are measured
Marriage (5%)	<ul style="list-style-type: none"> • Liaise with Births, Deaths and Marriages in maintaining the register of clergy for the Diocese of Sydney. Includes registering/de registering/transferring clergy, providing change of addresses, providing annual return • Oversee the approval of the remarriage of divorced persons process • Oversee the approval of marriages outside church buildings process 	
Annual Parish matters (5%)	<ul style="list-style-type: none"> • Prepare and send the letter to Rectors regarding AGMs process and associated matters. • Work with the Registry Database Administrator with the submission of online returns of Wardens, Treasurers, Parish Councillors, Synod Representatives and Parish Nominators. This also includes casual vacancies throughout the year • Work with the Registry Database Administrator regarding the submission of annual statistics by parishes • Oversee the annual review of Safe Ministry Representatives 	
Synod (5%)	<ul style="list-style-type: none"> • Support the Diocesan Registrar during sessions of Synod (including out of hours work held across two weeks) usually during September. Tasks include answering, questions (if needed) around Synod Membership, maintain the tabled list of Synod members. • Oversee Registry staff support at Synod • Assist the Diocesan Registrar with answering of Synod questions that relate to the Diocesan Registry. 	
Provincial Synod (5%)	<p>Support and provide assistance to the Diocesan Registrar (who is also the Provincial Registrar):</p> <ul style="list-style-type: none"> • Deliver any work the Provincial Synod generates, • Assist the Provincial Registrar with the arrangement of Synods as required • Attend and work with the Clerical and Lay Secretaries regarding the minutes and proceedings • Assist with the preparation of the Standing Committee meeting agenda, attend Standing Committee meetings, take minutes and be responsible for any work the Standing Committee generates. • Attendance and participation as required at Provincial Services (if any), <p>Assist with the documentation of appointment of Diocesan Bishop (and installation) and Assistant Bishops within the Province.</p>	
General enquiries	<p>Manage enquiries from:</p> <ul style="list-style-type: none"> • Parishes, clergy, Diocesan organisations and schools • Other diocesan Bishops and Registrars • General public 	

KEY RESULT AREAS (KRAs)	How they are delivered	How they are measured
Diocesan Services	<ul style="list-style-type: none"> • Attendance and assist (if needed) at Diocesan Services - Ordinations, installation of the Dean, inauguration of the Archbishop etc • In the absence of the Diocesan Registrar attend and participate as required by the Archbishop at Diocesan Services – Ordinations, installation of the Dean, inauguration of the Archbishop etc 	
Records management	Assist the Diocesan Registrar with the maintenance and management of Registry and Archbishop files. <ul style="list-style-type: none"> • Includes day to day filing, creating of new files, review of existing files with the view of Archiving • Work towards the digitisation of this paper filing system 	
Website management	Maintain the Registry information within the SDS site/s and the Provincial Synod website.	
Privacy	Ensure that privacy is maintained in regard to data stored electronically as well as paper based records, through periodic audits and occasional communications.	
Annual Objectives	<ul style="list-style-type: none"> • Meet any annual goals or objectives agreed with your senior manager. 	

ORGANISATIONAL VALUES

Our values

At SDS we ...



RESPECT

Inspired by Christ's humility, we always treat people with the dignity and care that is due to them as image-bearers of God.

Show proper respect to everyone, love the family of believers, fear God – 1 Pet 2:17



INNOVATE

We continually look for better ways to serve with the resources God has given us.

Each of you should use whatever gift you have received to serve others, as faithful stewards of God's grace in its various forms – 1 Pet 4:10



COLLABORATE

We seek and value the input of others to better meet the needs of those we serve.

God has placed the parts in the body, every one of them, just as he wanted them to be [for] there are many parts but one body – 1 Cor 12:18 & 20



CELEBRATE

We reflect on our achievements and efforts with a spirit of joy and thankfulness to God.

I thank my God every time I remember you [and] I always pray with joy because of your partnership in the gospel – Phil 1:3-5



DELIVER

We are focused on providing outcomes that meet the expectations of our stakeholders.

Always give yourselves fully to the work of Lord, because you know that your labour in the Lord is not in vain – 1 Cor 15:58

CAPABILITY PROFILE	
Formal Education	<ul style="list-style-type: none"> University level qualifications in law, business or related discipline. Formal Theological qualifications will be an advantage.
Required Experience	<ul style="list-style-type: none"> Minimum 5 years management experience in legal, business or public service environment.
Skills/Knowledge/Abilities	<ul style="list-style-type: none"> Sound organisational skills, the capacity to successfully complete several tasks concurrently and meet deadlines. Ability to coordinate and manage projects. Must demonstrate attention to detail. Must be able to work with minimal supervision. Must possess excellent communication and written skills. Excellent problem solving, analytical thinking and troubleshooting skills. Sensitive to both Anglican Church Diocese of Sydney and Sydney Diocesan Services business needs and objectives. Capacity to direct staff, lead by example and work in a team based environment.
Behavioural Competencies	<ul style="list-style-type: none"> Positive, proactive and energetic attitude essential. Must demonstrate a capacity to understand and adhere to the values and beliefs of the Anglican Church Diocese of Sydney. A committed Christian who is an active member of an Anglican Church within the Sydney Diocese.

AUTHORISATION – Position Description			
Employee:			
Signature:		Date:	
Direct Manager:	Catherine Rich		
Signature:		Date:	