



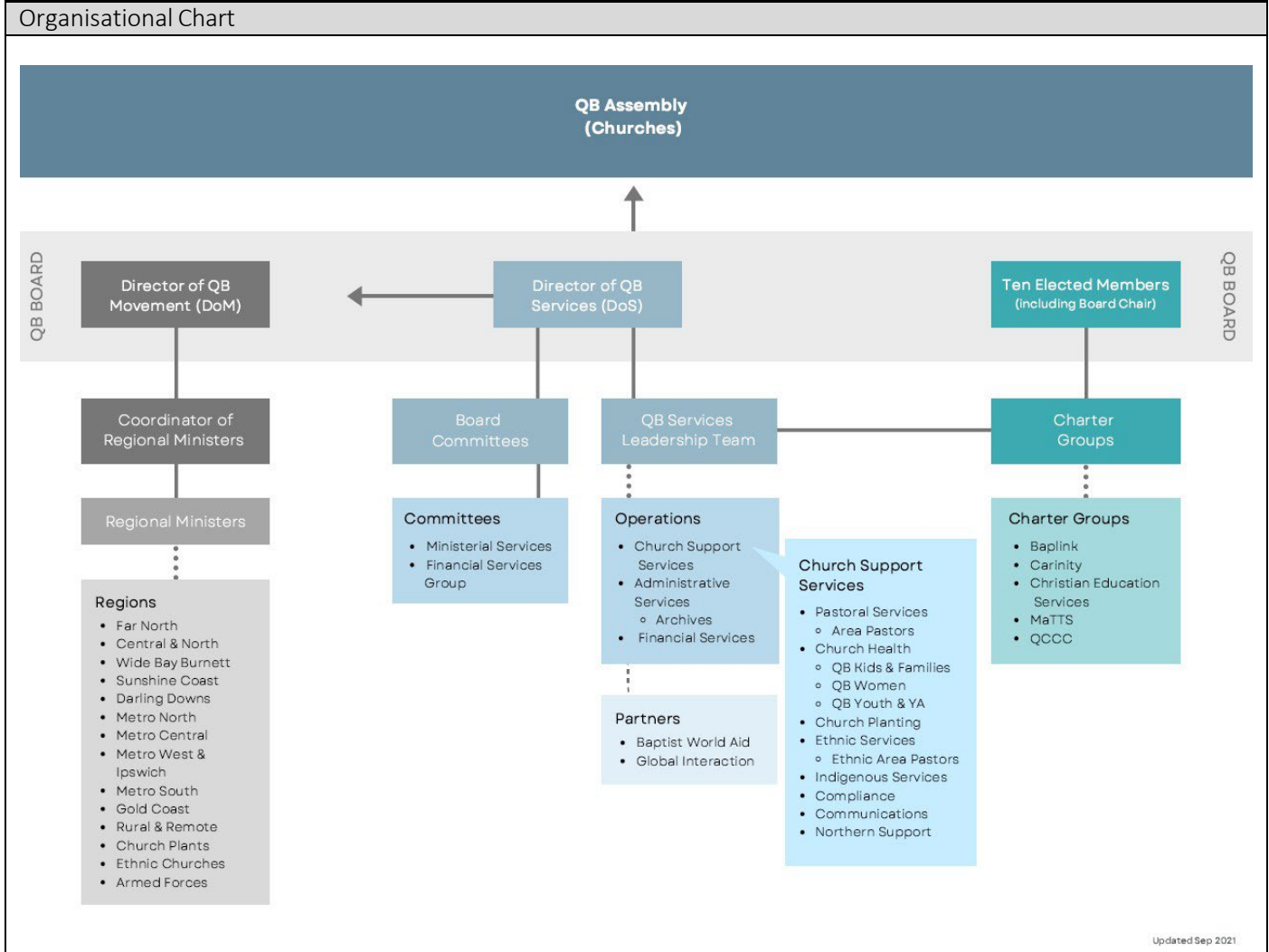
POSITION DESCRIPTION

General Information			
Position Title:	QB Professional Standards Officer		
Division:	QB Services – Operations Team		
Reports to:	Director of Pastoral Services		
Employment Status:	Part Time (1 day/week)	Date	October 2021

Position Purpose
<p>As the Professional Standards Officer, you will be responsible for:</p> <ul style="list-style-type: none"> ▪ Overseeing and managing complaints made against QB Pastors in relation to the Code of Ethics & Ministry Practice for QB Ministers ▪ Attending National Professional Standards Officers meetings ▪ Assist and guide churches in managing Persons of Concern

Organisation Direction and Priorities
<p>Mission of the QB Movement The QB Movement is a committed community of Queensland Baptist churches and their ministries working alongside and with each other under Christ to serve the mission of God throughout Queensland and beyond.</p> <p>Mission of QB Services. QB Services is a diverse group of collaborative specialist ministries that through Christ exist to support, equip, and empower the QB Movement with a significant engagement with churches.</p> <p>Vision of QB Services Collaborating to resource churches (to function healthily, mission effectively and disciple intentionally) and to mission strategically on behalf of the QB Movement.</p> <p>QB Priorities</p> <ol style="list-style-type: none"> 1. Biblical Authority. The truth of Scripture centred in Jesus is fundamental to all our beliefs and practices. We study and preach the Bible, and we live its truth enlivened by the Holy Spirit. 2. Faith-filled Prayer. In God’s grace, through prayer, he offers us an important role in the growing kingdom. We intentionally foster faith-filled, individual, and corporate prayer. 3. Collaborative Autonomy. We fully support the autonomy of the local church and we also value collaboration – learning from each other, serving each other and working together. 4. Servant Leadership. We believe that God equips and appoints servant leaders in our churches and Movement. We are committed to developing and supporting these leaders. 5. Effective Mission. We are committed to humbly and boldly sharing God’s good news of salvation, reconciliation, and triumph over evil, through the cross and resurrection of Jesus. 6. Intentional Discipleship. Drawing on our resources and gifts, we intentionally develop effective methods of spiritual formation to grow disciples of Jesus to be salt and light. <p>In the structure of QB Services, Church Services is a team of dedicated professionals working collaboratively to support churches as they navigate a complex and diverse range of church health, pastoral, financial, legal, compliance and human resource related aspects of their church ministries.</p>

Important Collaborations	
Reports to:	QB Director of Pastoral Services
Direct Reports	Nil
Main Collaborations	QB Church Services Team
Other Collaborations (internal)	Operations Team
Other Collaborations (external)	Churches, Pastors, Legal Advisors, Interstate Counterparts



Updated Sep 2021

Key Areas of Performance	Key Position Functions
Complaint Management	Respond promptly and effectively to complaints received
	Complaints are handled objectively and fairly with appropriate confidentiality
	Conduct initial investigations in keeping with the EIRG guidelines which may involve meeting with Pastor and /or accuser and other parties as required
	Engage in liaison/meetings with church leadership where necessary
	Prepare reports for Ministerial Services including recommendations in relation to Complaints
	Facilitate the work of Ethical Investigation Response Groups when required in keeping with the EIRG guidelines.
	Follow through with any actions/outcomes from determinations made at Ministerial Services
	Provide advice to churches/pastors regarding ministry dilemmas and/or general complaint matters referred for consideration

Persons of Concern	Respond to and advise QB churches in relation Persons of Concern (POC)
	Guide churches in implementing the process of assessment and setting up of the appropriate accountability structures/processes etc. including ongoing review as required
	Coordinate and communicate with Director of Pastoral Services and Manager – QB Church Services about current cases.
	Provide guidance consistent with the Australian Baptists Response to POC – Individual Accountability and Safety Agreements guidelines including: <ul style="list-style-type: none"> ▪ Initial meeting with Pastor/Leadership to explain POC process ▪ Write an Interim Accountability Agreement for church and POC agree to partake in the POC process ▪ Interview POC to gain personal information related to offences, official record of convictions etc. ▪ Coordinate risk assessment of POC including psychological assessment to determine if the POC is a manageable risk ▪ Conduct risk assessment of church (i.e. their ability to manage a POC) ▪ Write a Final Accountability Agreement in conjunction with church to be signed by all parties. ▪ Appraise the accountability group appointed by church, of their responsibilities in regard to POC including ongoing monitoring. ▪ Conduct annual reviews with the church to monitor how things are going and to make any adjustments to the Accountability Agreement etc.
	Liaise with psychologists and other consultants as required.
Advocacy & Networking	Attend National Professional Standards Officers meetings and the ABM Professional Standards Taskforce, sharing important content and updates to key roles within QB to ensure transfer of information and appropriate updating of practice/policy.
WH&S	To operate within all WH&S guidelines and requirements
General	Complete other tasks as directed

Selection Criteria	
Minimum Requirements	Relevant degree qualification or equivalent relevant experience
	A National Police Record Check is required
	A Working with Children Check is required
Key Characteristics	In relationship with Jesus
	Demonstrates Christ like character
	Active member of a QB church
	Energetic and focused
	Solution oriented
	Motivated to improve and impact positively
	Teachable and willing to learn new things
	Initiative and Self Directed
Adaptability	

Acknowledgement	
I acknowledge that I have read and understood the key responsibilities described in this Position Description and agree to carry out my duties to meet these outcomes to the best of my ability. I also understand that at times I may be required to undertake other duties relevant to the position that are not listed in this statement. I have received a copy of this Position Description for my records.	
Employee	Employer
Name:	Name:
Signature:	Signature:
Date:	Date: