

Executive Leader - Operations

The Institute of Sisters of Mercy of Australia and Papua New Guinea (ISMAPNG) is a religious institute of catholic women (Sisters) who follow Catherine McAuley in seeking to advance the reign of God by engaging in spiritual and corporal works of mercy. ISMAPNG is a large and complex organisation involved in a broad range of ministries including health, aged care, education, social welfare, justice and advocacy.

Much of the work of ISMAPNG is administered through a dedicated team of people who work closely with ISMAPNG's Leaders to support the works and ministries of ISMAPNG and its Sisters by providing relevant advice, efficient services and practical solutions.

Two Executive Leaders take joint responsibility for the integration and delivery of a broad range of administrative and support services. Each Executive Leader has a primary focus (Operational Infrastructure and Support or Mission and Ministry Development).

We are seeking a suitably qualified individual to lead and manage ISMAPNG's operational support services in accordance with delegated authorities and the overall strategic direction of ISMAPNG.

This position is instrumental in providing accurate and sound strategic advice on all aspects of the organisation's activities, developing a trusted advisor relationship with ISMAPNG's Leadership. The incumbent will also act as the Financial Advisor (or Bursar) for ISMAPNG and as Company Secretary for Institute Companies and Public Officer as required.

This is a unique and pivotal role and the successful applicant will need to be an experienced leader with a deep commitment to and understanding of the Catholic Faith. The position will require adaptability and flexibility in approach to support the diverse practices and cultures within ISMAPNG and the evolving nature of ISMAPNG since its conception. Developing structures and services that are sustainable in a time when religious life is changing is one of the many key challenges faced in this role.

To be considered for this exciting opportunity, you will need to possess:

- A commitment to Mercy Ethos and understanding of the Sisters of Mercy, including how the Institute relates to the broader Catholic community;
- At least 10 years experience in a similar senior leadership role;
- Substantial experience in people ,project and financial management;
- Knowledge of leadership and management principles as they relate to a faith based organisation together with an understanding of canonical and civil legislation; and
- An ability to think and act strategically, make timely and accurate decisions and generate possible solutions in a complex setting.

Reporting to the Institute Leader and located at the Mercy Centre Alphington, this position requires regular travel within Australia and Papua New Guinea to fulfil the requirements of the role.

Expressions of interest to be addressed to Natalie Anderson at natalie.anderson@ismapng.org.au or 0422 008 158.