

Executive Leader – Mission Integration

The Institute of the Sisters of Mercy of Australia and Papua New Guinea (“ISMAPNG”) is a Religious Institute of Catholic women who advance the reign of God by engaging in the spiritual and corporal works of mercy. As women of mercy inspired by the gospel and their foundress, Catherine McAuley, their mission is to live hospitality, compassion and justice. Their ministries include health, aged care, education, social welfare, advocacy and environmental sustainability.

Two Executive Leaders take joint responsibility for the integration and delivery of services, who work closely with ISMAPNG’s Leaders to support the works and ministries of ISMAPNG and its Sisters. Each Executive Leader has a primary focus (Mission Integration or Professional Services).

We are seeking a suitably qualified individual to lead and manage ISMAPNG’s Mission Integration Unit in accordance with delegated authorities and the overall strategic direction of ISMAPNG.

This position is instrumental in providing sound strategic advice and leading the integration of the key elements relating to the mission of ISMAPNG including Archives and Heritage, Communications, Ministry Governance, Sustainability, FLAME (Faith, Life and Ministry Education) and Ministry Animation.

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;
- Substantial experience in a similar senior leadership role;
- Tertiary qualifications (or equivalent in experience) in fields such as education, theology, social sciences or community development;
- Highly developed skills in administration, communication, facilitation and conflict resolution; 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 McAuley Centre -Lewisham, this position requires regular travel within Australia and Papua New Guinea to fulfil the requirements of the role.

All enquiries to be directed to Elizabeth Moloney RSM on 02 9572 5400 or 0459 145 711

Expressions of interest to be addressed to Natalie Anderson at humanresources@ismapng.org.au

Applications close 12pm Friday 29 June 2018



POSITION DESCRIPTION

Position Title:	Executive Leader – Mission Integration
Reports To:	Institute Leader
Location:	McAuley Centre – Lewisham
Parameters:	Full Time 3 year Fixed Term Contract
Date Prepared:	12 June 2018
Approved By:	Institute Leader

Context

The Institute of the Sisters of Mercy of Australia and Papua New Guinea (“ISMAPNG”) is a Religious Institute of Catholic women who advance the reign of God by engaging in the spiritual and corporal works of mercy. As women of mercy inspired by the gospel and their foundress, Catherine McAuley, their mission is to live hospitality, compassion and justice. Their ministries include health, aged care, education, social welfare, advocacy and environmental sustainability.

There is an expectation that all those who engage with us in ministry will embrace our values and ethos in their respective roles.

Much of the administration of ISMAPNG depends on a dedicated team of women and men who work closely with Leadership (Institute Leadership Team, Executive Leaders and Community Leaders) in supporting the mission by providing relevant advice, efficient services and practical solutions.

A broad range of administrative and support services are delivered through a number of functional teams led by two Executive Leaders who jointly take responsibility for the integration and delivery of services. Team members work from a number of locations across Australia and Papua New Guinea.

The workplace values listed below help define the behaviours that characterise an ISMAPNG workplace.

- Hospitality
- Integrity
- Respect
- Unity
- Excellence



POSITION DESCRIPTION

*Whatever and wherever our ministry is ...
we are part of the one mercy mission,
part of the ongoing mission of the compassionate Jesus.*

[Constitutions 4.03]

Background

Since ISMAPNG was formed in December 2011, enlivening its capacity for mission has been a priority for all members. In that regard, during the first few years of ISMAPNG, while our mercy mission continued to flourish through the prayer and diverse ministries of sisters and the works of the incorporated ministries, important initiatives were taken by Leadership. Among these initiatives was the establishment of Mission and Ministry Unit.

Thanks to the foundational work of this unit, the Leadership are now better informed about the sorts of structures and roles which can enable the Institute's mission to thrive into the future. Understanding that *integration* is central to an effective model for our 'one mercy mission' with its various key elements, the Leadership has refined and developed this unit which is now known as the Mission Integration Unit (MIU).

There are several elements of the MIU, including Archives and Heritage, Communications, Ministry Governance and Sustainability; and two further elements which are yet to be established FLAME (Faith, Life and Ministry Education) and Ministry Animation.

While each of these elements has its particular focus and area of competence, all are interrelated and together are integral to the character of the Institute as an agent of God's mercy. The functional teams work within the MIU supported by the Executive Leader – Mission Integration to whom they are accountable. The Executive Leader – Mission Integration is the MIU's primary liaison with the Institute Leadership Team.

Primary Purpose of the Position

Successful leadership and management of ISMAPNG's Mission Integration Unit in accordance with delegated authorities and the overall strategic direction of ISMAPNG.

Leading the integration of the key elements relating to the mission of ISMAPNG, within a global context in collaboration with the Institute Leadership Team.

To provide accurate and sound advice to the Institute Leader and Institute Leadership Team (ILT) to enable informed decisions to be made in a timely and appropriate manner.



POSITION DESCRIPTION

Reporting Relationships

<u>Direct Reports</u>	<u>Indirect Reports</u>
<ul style="list-style-type: none"> Archives and Heritage Manager Communications Manager Executive Officer Ministry Governance Environmental Sustainability Manager FLAME Coordinator Ministry Animation Coordinator Executive Assistant, Mission Integration Unit 	<ul style="list-style-type: none"> Teams under each direct report

Key Relationships

<u>Internal</u>	<u>External</u>
<ul style="list-style-type: none"> Institute Leadership Team Community Leaders Executive Leader Professional Services Mission Integration Unit All sisters 	<ul style="list-style-type: none"> Incorporated Ministry Leaders Mercy International Association Mercy Pacific Network Mercy Global Action (United Nations)

Key Accountabilities and Responsibilities

Promotion of the mission and values of the Institute and its ministries within a global context

- Visioning and planning for mission with all elements of the Mission Integration Unit
- Liaising with Communications Manager and other relevant sources to develop a public 'mercy stance' whenever desirable
- Being aware of socio political, ethical and/or religious situations in Australia, Papua New Guinea or beyond about which the Institute could take an informed and credible public stand

Leadership

- Provide leadership and support that is collaborative and participatory for the development of all elements within the MIU
- Promote FLAME (Faith, Life and Ministry Education) as foundational and ongoing for sisters, staff, incorporated ministries, board members, volunteers and associates
- Encourage the professional development of personnel within the MIU
- Develop organisational systems to support all elements in their respective areas of competence and enhance integration within MIU
- Communicate regularly with sisters, and where relevant, staff about the work of MIU
- Ensure accountability to the Institute Leader for stewardship of the MIU budget
- Participate with the Institute Leadership Team in supporting the vision of the Chapter Statement and developing a strategic plan to guide Professional Services and Mission Integration



POSITION DESCRIPTION

- Work cooperatively with the Institute Leadership Team and the Executive Leader Professional Services
- Establish, foster and develop a cohesive team within the MIU that adds measurable value to ISMAPNG.

Develop Relationships for mission across and beyond ISMAPNG

- Support growth of Ministry Animation
- Identify sisters and staff throughout ISMAPNG who could actively contribute to initiatives within the MIU
- Critique existing partnerships and, if desirable, create new ones

Advice to and engagement with Leadership

- Develop and maintain a trusted advisor relationship with ISMAPNG's leadership including the Institute Leader and Institute Leadership Team, Community Leaders and Executive Leader Professional Services
- Identify, assess and inform the Institute Leader and Institute Leadership Team of internal and external issues that may affect or impact the organisation
- Provide (or source) sound strategic and operational advice as required
- Participate in meetings as necessary with ISMAPNG's Leadership

Engagement with the wider Mercy world

- Maintain relationships with MIA and Mercy Global Action (UN)
- Foster growth of the Mercy Pacific Network

Ensure the effectiveness and relevance of the Institute Mission

- Conduct ongoing discernment, review and planning with members of the MIU and other relevant groups for new and emerging needs and responses
- Monitor the use of Institute resources given for ministries within and beyond ISMAPNG for purposes of transparency and accountability

Values & Formation

- Demonstrate values and behaviours that support ISMAPNG
- Actively participate in formation related activities

Workplace Health and Safety

- All WHS accountabilities and responsibilities relevant to the position as defined in WHS/P – 004 Structure and Responsibilities in the WHS Management System

Key Challenges in Achieving Goals

Diverse practices and cultures

- Integrating the diverse practices and cultures of the former congregations while respecting the mercy tradition of valuing diversity which does not support uniformity just for the sake of uniformity.

Uncharted Course

- Building infrastructure and services to support an evolving ISMAPNG rather than a known entity.



POSITION DESCRIPTION

Geographic Spread

- ISMAPNG and its ministries operate throughout Australia and Papua New Guinea with many regional activities.
- There is a strong bias against centralisation which makes the delivery of services and infrastructure more complex.

Sustainability

- Developing structures and services that are sustainable in a time when religious life is changing and the number of sisters is declining is a key challenge.

Qualifications, Experience & Competencies

- Tertiary qualification (or equivalent in experience) in fields such as Education, Theology, Social Sciences or Community Development
- A commitment to uphold and support gospel values and mercy ethos
- An understanding of the history of the Sisters of Mercy and how ISMAPNG relates to the broader Catholic community
- Highly developed skills in administration, communication, facilitation and conflict resolution
- Ability to create an environment of mutually affirming, respectful relationships
- Ability to set work within the budget as approved by Leadership
- Ability to work independently and collaboratively
- Sound computer skills
- Knowledge of leadership and management principles as they relate to a faith based organisation.

Other Matters

- This Position Description is not intended to be all inclusive. All employees are expected to undertake other tasks and take on other responsibilities reasonably required to meet the Position Objective.
- As a member of the team, all employees may be required to perform other duties (within their capabilities) from time to time to meet the needs of ISMAPNG.
- All employees and contractors are required to comply with the policies and procedures adopted by ISMAPNG.
- This Position Description is subject to any Letter of Offer relating to the position.