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## THE ORGANISATION

The Presbyterian Church of Aotearoa New Zealand (PCANZ) believes it is called by God to work with others in making Jesus Christ known. The Presbyterian Church has been in New Zealand more than 160 years, and today we face an environment as challenging as that faced by the early settlers in 1840. We have a strategy that recognises that our society has changed, and we have to change with it while retaining our belief in the transforming power of Christ.

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## VALUES OF THE PRESBYTERIAN CHURCH OF AOTEAROA NEW ZEALAND

*In a Spirit of Aroha*

- Christian
- Whanau
- Innovative
- Collaboration
- Quality

**CHRISTIAN:** We strive to be encouraging and compassionate. We work with integrity and care for God's creation

**WHANAU:** We are one team, on the same page, and can work in an environment of respect and truth.

**INNOVATIVE:** We endeavour to look forward, to be agile, responsive and flexible.

**COLLABORATION:** We achieve more by working together and by communicating with clarity.

**QUALITY:** We deliver the very best, holding ourselves accountable for our results.

## FUNCTION

The Compliance Director is responsible for the on-going development and oversight of the PCANZ Risk management and Ethics workshops; supervising Book of Order advice and overseeing the development and maintaining of policy across the national functions of the PCANZ – including all General Assembly appointed bodies; providing HR advice and overseeing the work of the Compliance Support officer.

This position is based in the Assembly Office in Wellington; is part time (.6 - .8FTE) and reports to the Head of Finance and Operations.

## ROLE RESPONSIBILITIES

### LEGAL

Work with the Book of Order Advisory Committee in ensuring timely and clear advice is made available

### LEADERSHIP

The Compliance Director will oversee and/or will provide up to date, relevant, and timely HR advice to the Assembly Executive Secretary (AES); to all members of the Core Leadership Team (CLT); Presbyteries and Parishes so that all employment complies with legislative requirements and so ensures the PCANZ and its entities operate as best practice

Lead, develop and maintain the PCANZ policy bank and so ensuring all national functions are governed by up-to-date best practice

Operating under delegated authority, the Compliance Director will

- a. Supervise and co-ordinate the work of the Compliance Support Officer and acts as a backup where necessary
- b. Provide Book of Order Advice to presbyteries and congregations

### GENERAL MANAGEMENT

Oversee the planning and running of PCANZ Ethic and Risk Management workshops as required and lead the ongoing development of these.

Act as Privacy Officer

Act as Health and Safety Officer and point of contact for Parish HR issues.

Provide support to the Personnel Work Group

Oversite of database from an administrative perspective

### RELATIONSHIP MANAGEMENT

Build and maintain effective relationships and partnerships with the CLT and other staff

Represent whole of PCANZ views and protect its reputation in all interactions

### ADVISORY

Provide timely advice to enquires related to the PCANZ Book of Order – to staff; Presbyteries and parishes

Working with various committees and workgroups, the Compliance Director will ensure effective communication relating to administrative functions related to ministerial compliance – including but not limited to those who have not completed ministry development reviews and any other mandated requirements.

Provide input to the CLT on any matters affecting management, and strategy issues and implications.

## FINANCIAL AUTHORITIES

Delegated financial authority as applicable to the role

Managing to approved budgets

### **Other Authorities**

The PCANZ has policies on a wide range of matters that you will be expected to comply with. In doing so you will exercise judgement in light of the policy framework in which you are working.

### **Role Relationships**

You are expected to work productively with all your colleagues to achieve optimal

Applications – including a covering letter and CV should be sent to:

Wayne Matheson

[aes@presbyterian.org.nz](mailto:aes@presbyterian.org.nz)

Applications close 5pm 1 December 2021