



St Paul's Cathedral Melbourne

Together transforming our City and Diocese

Cathedral Administrator (General Manager) 1.0 FTE

St Paul's Cathedral: its life, mission and site

St Paul's Cathedral (ABN 24 056 161 515) St Paul's Cathedral Melbourne is the home church (Metropolitan and Cathedral Church) of the Anglican Diocese of Melbourne, Victoria. It is the seat of the Anglican Archbishop of Melbourne, who is the Metropolitan (Chief Bishop) of the Anglican Province of Victoria. The Cathedral is governed by a Chapter (Governing Body) with the Archbishop of Melbourne as President. The Cathedral's day to day operations and ministry are led by the Dean of Melbourne together with a team of clergy and lay colleagues.

St Paul's is Victoria's most visited sacred place, listed on the Victorian Heritage Register (HO18). It is a stunning neo-gothic building requiring continuous maintenance. The Cathedral is open every day of the year for worship, for diocesan, congregational and community activities. Every year, St Paul's welcomes more than 78,000 worshippers and around 500,000 visitors. The Cathedral has three Sunday congregations, alongside fifteen weekday congregations.

The Cathedral precinct includes the main Cathedral, the Cathedral Close on Flinders Street (currently used as office car parking facilities), the Cathedral Buildings adjacent to the Cathedral at 209 Flinders Lane, and the Chapter House complex at 197 Flinders Lane, which houses a large hospitality area, and three retail outlets owned by the Cathedral—all currently leased to long-term tenants. The Cathedral owns and is responsible for the maintenance and upkeep of the Deanery (the Dean's residence), a mid-nineteenth-century townhouse in a neighbouring suburb.

Further information about the Cathedral's ministries and work is available online, at: cathedral.org.au. Full details of the Cathedral's vision and five-year program can be found online, at: cathedral.org.au/cathedral/vision.

The Cathedral's team and ministry

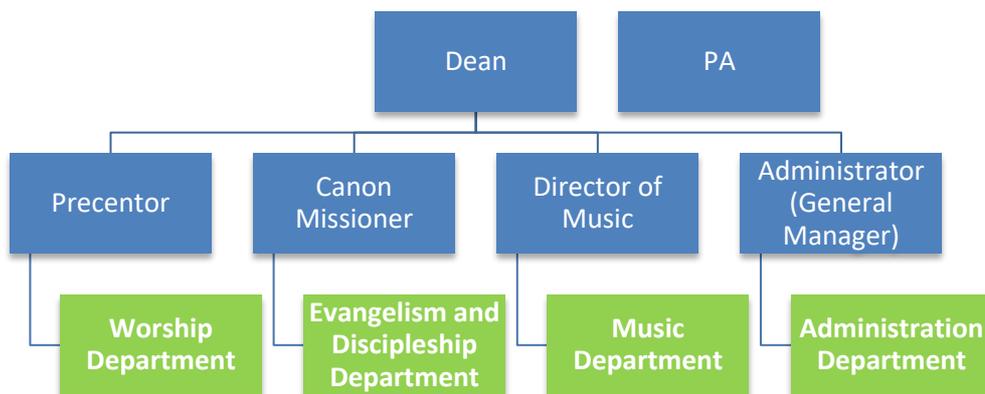
The successful applicant will join a dynamic and forward-looking team of Anglican clergy and lay people. The Cathedral's clergy team consists of the Dean (1.0 FTE), the Precentor (1.0), the Canon Missioner (1.0), a Canon Pastor (0.4), as well as a team of honorary Assistant Priests. The Cathedral's music team includes the Director of Music (1.0), the Organist, Sub-Organist and Assistant Organists.

The Cathedral Administrator (General Manager, 1.0 FTE) leads all organisational aspects of the Cathedral. The Administrative and Operational team includes the Cathedral Secretary (1.0 FTE), the Commercial Manager (0.4), the Financial Controller (0.6), the Events & Communications Officer (1.0), the Operations Officer (1.0), Surveyor of the Fabric (retained external heritage architect), casual retail and front of house staff, and the Cathedral's Vergers (the Cathedral's ceremonial,

maintenance and security staff). A team of volunteer guides, welcomers and shop staff exercise an important ministry of welcome to visitors.

The Cathedral Administrator (General Manager): Role and Purpose

The Cathedral Administrator (General Manager) is a fulltime member of Cathedral staff. She or he is one of the Cathedral's four full-time Heads of Departments, reporting to the Dean, the Very Revd Dr Andreas Loewe, and working alongside the Precentor, the Revd Canon Heather Patacca, the Director of Music, Mr Philip Nicholls, and the Canon Missioner, the Revd Canon Robert Vun. As Heads of Department, the leaders meet fortnightly to envision, coordinate and implement the Chapter vision for the Cathedral through their departments.



S/he supports the Dean and Chapter by leading and coordinating the administrative and business functions of the Cathedral, in particular by:

- Coordinating the Cathedral's business and trading operations to ensure surplus or profit operations in order to fund the Cathedral's outreach and ministry
- Delivering efficient maintenance and upkeep of the Cathedral's fabric and facilities in consultation with the Cathedral's Surveyor of the Fabric to preserve our landmark buildings for future generations
- Coordinating the Cathedral's non-liturgical operations in collaboration with Cathedral Office staff.

Key Working Relationships

- The Cathedral Administrator is an ex officio member of the Chapter's Finance and Risk Management Committee. She or he works closely with the Cathedral Financial Controller and Cathedral Hon. Treasurer (Canon Chris Foley) to ensure that departmental budget parameters are met
- The Cathedral Administrator is an ex officio member of the Chapter's Planning and Buildings Committee. He or she works closely with the Surveyor of the Fabric (Arthur Andronas), Vergers, cleaners and external contractors to ensure that maintenance and upkeep parameters are met

- The Cathedral Administrator regularly liaises with members of the public, and representatives of the Cathedral’s main stakeholders. These include:
 - The Anglican Diocese of Melbourne, its staff, its parishes, schools, colleges and other agencies, including the Anglican National Insurance Scheme
 - State of Victoria and City of Melbourne Officials and Inspectors, Victoria Police and Fire Rescue Victoria Officers, and members of other emergency services, healthcare and homelessness service providers
 - The Cathedral’s Estate Agents and Tenants
 - External service providers
 - The Cathedral’s volunteers.

The Cathedral Administrator reports to the Dean. She or he line-manages the Commercial Manager, Operations Officer, and Financial Controller. They oversee all external contractors, including the Cleaners.

Performance Goals, Skills and Experience

In collaboration with the Dean and Cathedral colleagues, the Cathedral Administrator contributes to the Cathedral’s operation in the following principal areas, as well as any other areas of responsibility as agreed with the Dean:

1. Staff Leadership, Safety and Wellbeing

- Attend regular Heads of Department meetings, weekly staff meetings and monthly meetings of the Chapter Finance and Management Committee and Planning and Buildings Committee;
- As directed by the Dean, provide effective leadership and monitor performance of all direct reports, including staff orientation, regular supervision, performance appraisal, goal-setting, performance improvement, training, and workforce planning;
- In conjunction with the Dean, monitor and implement the Cathedral’s Equal Employment Opportunity and Confidentiality Policies, and Diocesan Professional Standards Policies, addressing in timely fashion any professional standards issues that may arise;
- Keep abreast of current worksafe and occupational health and safety procedures, national and local regulation requirements, and other relevant rules and regulations;
- Implement all occupational health and safety requirements, including safety inspection checklists, manual handling standards, incident reports, discussing OH&S agenda items during meetings, and managing return to work plans processes;
- In conjunction with the Anglican Diocese of Melbourne People and Culture Department, manage onboarding of staff and ensure upholding of HR policies, including participation of staff members in emergency procedure training (fire training and work procedures, emergency code response), and training of delegated area wardens;
- Other duties as assigned.

2. Business Operations

- Develop and monitor financial targets for the Cathedral's business and retail operations, including the Cathedral Shop and Cathedral's rental properties; initiate corrective action and recommendations;
- Lead colleagues in the administrative department in delivering the strategic objectives as set down in the 2020-25 Strategic Plan to move towards a sustainable financial resource position;
- In conjunction with the Commercial Manager coordinate the Cathedral's enterprise programs (its business and trading operations), to ensure surplus or profit operations in order to fund the Cathedral's outreach and ministry;
- Having oversight of the finances and operations of the Cathedral, in particular working closely with the Financial Controller to deliver the objectives set out in the Strategic Plan, and having oversight of the financial position in all departments;
- Identify and capitalise on entrepreneurial opportunities, and identify and implement cost saving opportunities, to help the Cathedral's Commercial Manager and Financial Controller achieve the Cathedral's goal to return an annual surplus or profit in order to ensure the financial sustainability of the Cathedral's ministry operations;
- Other duties as assigned.

3. Facilities Maintenance and Upkeep

- Delivering efficient maintenance and upkeep of the Cathedral's fabric and facilities in consultation with the Cathedral's Surveyor of the Fabric to preserve our landmark buildings for future generations;
- Plan and coordinate maintenance and construction schedules and methods to meet milestones and budgetary limits in conjunction with the Operations Officer;
- Communicate progress, problems, needs and successes to Chapter's Property and Buildings Committee;
- Manage all external contractors, to ensure the effective maintenance, cleanliness and security of the Cathedral and its properties;
- Oversee the delivery of a Cathedral-wide maintenance system on external and internal fabric, electrical and mechanical systems, and provide monthly maintenance reports to Chapter's Property and Buildings Committee;
- Administer contracts for construction, maintenance and repair on Cathedral properties. Act as a designated contact for engineering and architectural consultants for these projects. Analyse impacts to personnel, stakeholders and operations, and make accommodations as needed;
- Other duties as assigned.

4. Facilities Safety and Sustainability

- Monitor the effective and efficient operation of the security, mechanical and electrical, domestic water, emergency power, fire protection, air conditioning, heating systems, and the utility distribution systems for gas and electrical power; coordinate pest control throughout the buildings and grounds;
- Monitor and analyse energy consumption and costs; procure energy contracts when advantageous to do so;
- Confer with utility companies, energy providers, City of Melbourne and State of Victoria Inspectors and Officials, other consultants, and insurance companies regarding the Cathedral's site and infrastructure;
- Attend to the Cathedral's security requirements, and be a/the primary contact for Cathedral infrastructure emergencies;
- Attend to some handyman work, including the replacement of light bulbs and attending to small equipment repairs etc.;
- Other duties as assigned.

Skills, Qualifications and Experience

- Management, business or other relevant post-secondary school qualification; a relevant university degree or TAFE qualification desirable.
- Ten years of progressively responsible experience in facilities operations; five years of supervisory/management experience.

Attributes

- A strong ambassador for St Paul's Cathedral and advocate of its vision and mission;
- Adaptable and responsive to the needs of a not for profit organisation, with a work force that pitches in and goes above and beyond to ensure the Cathedral meets its goals – both in terms of income and its vision;
- Excellent time management: the individual will have to maintain a flexible schedule to meet the demands of the role;
- Outstanding organisational skills: the individual must be able to plan and meet deadlines;
- Demonstrated initiative, and a high attention to detail;
- Proven ability to work within a team as well as independently;
- Knowledge of building and infrastructure systems; safety procedures, national and local regulations and requirements, and other pertinent rules. Ability to apply such knowledge to perform analysis, estimates, modelling, etc. that enable the most effective solution;
- Ability to read, analyse, and interpret construction drawings and documents, technical procedures and regulations;

- Excellent organisation and planning skills, with the ability to prepare complex reports, project summaries, correspondence, and maintain accurate records;
- Professional, 'can do' and proactive attitude with flexible approach and ability to balance competing and conflicting priorities;
- Calm and collected, able to work under pressure; enthusiastic, energetic and practical;
- A team builder, able to relate equally well to paid and volunteer staff of diverse ages and backgrounds;
- Ability to resolve conflict with superiors and peers in a professional and participative manner;
- Capacity to enjoy the rapid and demanding pace of life and work in a metropolitan Cathedral.
- Christian; communicant member of the Anglican Church desirable.

Working conditions

- Prior to appointment, the successful applicant will need to provide a current Working with Children check and current Police Certificate, in preparation for clearance to Diocesan Professional Standards Protocol;
- Following the successful completion of a six-month probationary period, the Administrator (General Manager) will be offered a permanent contract by the Cathedral Chapter.
- The Administrator (General Manager) works from the St Paul's Buildings adjacent to St Paul's Cathedral, 209 Flinders Lane, Melbourne, Victoria, 3000.
- Daily working routines may include the following conditions:
 - Light work lifting up to 20kg on an infrequent basis and/or carrying up to 5kg;
 - Walking and standing to a significant degree;
 - Occasionally required to climb ladders, stoop, or navigate confined spaces;
 - Occasional extended hours, need to be 'on call', and ability to respond promptly in the event of after-hours emergencies.

Operational Document

This position description is an operational document that does not form part of a contract of employment. It may be that from time to time the successful applicant is expected to perform tasks that may not be expressly included in the position description, but are nevertheless necessary in the day to day performance and completion of duties. St Paul's Cathedral reserves the right to amend the position description as may be necessary from time to time to meet the changing needs of the Cathedral.

Application Process

Applications should be directed to the Dean's PA, Joel McFadyen, by email (jmcfadyen [at] stpaulscathedral.org.au) or by post at St Paul's Cathedral, 209 Flinders Lane, Melbourne, Victoria 3000, Australia. Applications need to be received by 5pm Australian Eastern Standard Time on 10 February 2023 in order to be considered.

Applicants should include:

- A full Curriculum Vitae;
- The names of four referees, indicating two references on the applicant's skills and achievements, one reference by a colleague, and one personal reference. At least one of the four references should be from the applicant's current employer;
- A personal statement of no more than 1,000 words responding to the Position Description;
- An indication of when they would be able to commence work at St Paul's Cathedral.

For further details regarding the post, please contact the Dean, The Very Revd Dr Andreas Loewe (dean [at] stpaulscathedral.org.au).