

## POSITION DESCRIPTION

<b>Position Title</b>	Campus Pastoral Associate ( Staff)		
<b>Organisational Unit</b>	Office of the Vice President		
<b>Functional Unit</b>	Campus Ministry		
<b>Nominated Supervisor</b>	Campus Ministry Team Leader		
<b>Higher Education Worker (HEW) Level</b>	HEW 6	<b>Campus/Location</b>	Ballarat
<b>CDF Achievement Level</b>	1 All Staff	<b>Work Area Position Code</b>	
<b>Employment Type</b>	0.4	<b>Date reviewed</b>	May 2018

## ABOUT AUSTRALIAN CATHOLIC UNIVERSITY

Mission Statement: *Within the Catholic intellectual tradition and acting in Truth and Love, Australian Catholic University is committed to the pursuit of knowledge, the dignity of the human person and the common good.*

Australian Catholic University (ACU) is both a Catholic University and a public institution within the Australian higher education sector. ACU is an inclusive community which welcomes students and staff of all beliefs. The University is committed to a strong Catholic ethos and seeks to foster and promote teaching and learning, research and scholarship, and community engagement in the Christian tradition. As valued members of our community, all staff members are expected to have an understanding of ACU's [Mission](#) and values and to demonstrate an active contribution to them.

The University shares with universities worldwide a commitment to quality in teaching, research and service. It aspires to be a community characterised by free enquiry and academic integrity.

The University chooses to focus on areas of teaching and research that are closely connected with its particular character as a University that is Catholic, public and national. The focus areas are Theology and Philosophy, Health, Education, and the Common Good and Social Justice.

ACU has over 2,500 staff supporting more than 34,000 students across seven campuses – Adelaide, Ballarat, Brisbane, Canberra, Melbourne, North Sydney and Strathfield.

The structure to support this complex and national University consists of:

- Provost
- Chief Operating Officer & Deputy Vice-Chancellor
- Deputy Vice-Chancellor, Research
- Deputy Vice-Chancellor, Students, Learning and Teaching
- Vice President
- Pro Vice-Chancellor Assisting the Vice-Chancellor and President

Each portfolio consists of a number of Faculties, Research Institutes or Directorates. The Directorate of Identity and Mission drives both the Identity and the [Mission](#) of the University. In addition, five Associate Vice-Chancellors and Campus Deans focus on the University's local presence and development of the University at the local 'campus' level.

The University pursues performance excellence and offers an environment where staff are valued and rewarded. Staff are expected to demonstrate a commitment to continuous improvement and to participate fully in resolving issues to achieve and maintain quality standards relevant to role. Further information about a career with ACU is available at [www.acu.edu.au](http://www.acu.edu.au).

ACU is committed to diversity and social inclusion in its employment practices. Applications from Aboriginal and Torres Strait Islander people, people with disabilities and people from culturally diverse groups are encouraged.

## **ABOUT THE OFFICE OF THE VICE PRESIDENT**

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The Office of the Vice President (OVP) is responsible for Catholic-related operations of the University and brings together new and existing Catholic functions. The Vice President simultaneously holds the position of Director, Identity and Mission. This Vice President's portfolio includes the Directorate of Identity and Mission, Campus Ministry, ACU Engagement, La Salle Academy for Faith Formation and Religious Education, Church Relations, Congregational Projects, Staff Formation and the ACU Centre for Liturgy. The Portfolio also serves as a resource for those wishing to better understand and explore the Catholic mission and identity of Australian Catholic University. The Office of the Vice President animates programs and activities that engage, celebrate, and support the University community's development in and understanding of our Mission, Catholic identity, and living traditions.

## **ABOUT THE CAMPUS MINISTRY**

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Campus Ministry animates opportunities for members of the University community to deepen their experience of faith and to use their gifts and talents in service to the world, while enabling them to engage in an authentic Catholic university experience while studying or working at ACU.

Beneath the formal programs, retreats, lectures, and workshops lies a spirited dedication to the identity and mission of ACU. At the core of ACU is its identity as part of the legacy of the Catholic Intellectual Tradition. This is not a static legacy but a vibrant, living legacy that is found on each of our campuses, everyday

## **POSITION PURPOSE**

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Campus Pastoral Associate (Staff) minister on a day-to-day basis across their campus. The role is to ensure vibrant, relevant, consistent campus ministry delivery to staff on campus enriching the religious and spiritual lives of ACU staff of all denominations and faiths through liturgy, retreats, education, service and pastoral care in the Catholic tradition.

This position assists the Campus Ministry Team Leader and through them the Associate Director, Identity & Mission, in implementing the vision for Campus Ministry, which enhances staff spiritual and faith formation, supports a rich liturgical life on campus and furthers the University's mission of the Catholic Church.

Campus Pastoral Associate (Staff) will be expected to work with direction from the Associate Director Identity & Mission through the Campus Ministry Team Leader to offer leadership and guidance to staff contributing to the Identity and Mission of the University. While forming part of the ACU Identity and Mission Directorate, the Campus Pastoral Associate (Staff) will work collaboratively with their Associate Vice-Chancellor / Campus Dean and other organisational units of the university to implement programs and strategies meeting the unique needs of the campus.

Using initiative and independence of judgment the position requires a good degree of knowledge and sensitivity to the issues affecting staff and a capacity to influence the staff life of the University. This position requires a commitment to a lived faith experience. This may be demonstrated by the following:

- Participation in a daily prayer life.
- Active member of communal faith worshipping community at ACU.
- Witness faith in action and words as a Campus Pastoral Associate.
- Create a sense of belonging to an inclusive and diverse community.
- Engage the staff of ACU to act in truth and love in a commitment to justice, equity and the common good.
- Foster an appreciation of the sacredness of the human person with particular focus on Catholic life and tradition.
- Contribute to the dignity and well-being of staff members of their ACU campus community.

## POSITION RESPONSIBILITIES

### Introduction

A number of frameworks and standards express the University's expectations of the conduct, capability, participation and contribution of staff. These are listed below:

- ACU Strategic Plan 2015-2020
- Catholic Identity and Mission
- ACU Capability Development Framework
- Higher Education Standards Framework
- ACU Service Principles
- ACU Staff Enterprise Agreement including provisions in relation to Performance Excellence

The Capability Development Framework in particular is important in understanding the core competencies needed in all ACU staff to achieve the University's strategy and supports its mission.

The Campus Pastoral Associate for Staff will work with the Campus Ministry Team Leader to implement on a day to day basis programs and activities to facilitate faith formation, the facilitation of spirituality, engagement in the Catholic intellectual tradition, and prayer experiences for the University's staff with emphasis on engaging staff, increasing staff participation in Campus Ministry events, and developing a culture of staff community and staff leadership.

Collaborate with the Campus Ministry Program Coordinator, the University Chaplains, staff, and as appropriate, other members of the university community to plan, organize, promote, and oversee University liturgies and services specifically for staff.

### Key responsibilities

Key responsibilities specific to this position	Relevant Core Competences ( <u>Capability Development Framework</u> )	Scope of contribution to the University			
		Within the work unit or team	School or Campus	Faculty or Directorate	Across the University
Implement a range of strategies and programs that enable staff to explore and express personal and communal spirituality	<ul style="list-style-type: none"> <li>• Adapt to and Lead Change</li> <li>• Communicate with Impact</li> <li>• Make Informed Decisions</li> </ul>				✓
Implement a range of strategies and programs designed to engage the ACU staff community in developing a commitment to social justice, equity and the common good.	<ul style="list-style-type: none"> <li>• Deliver Stakeholder Centric Service</li> <li>• Collaborate Effectively</li> <li>• Be Responsible for Delivering Excellence</li> </ul>				✓
Support staff in their spirituality or mission related activities	<ul style="list-style-type: none"> <li>• Adapt to and Lead Change</li> <li>• Communicate with Impact</li> <li>• Make Informed Decisions</li> </ul>				✓

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		Within the work unit or team	School or Campus	Faculty or Directorate	Across the University
In cooperation with the Campus Ministry Leadership – oversee the implementation of events and activities that are run on or off campus to ensure agreed event or project outcomes.	<ul style="list-style-type: none"> <li>• Deliver Stakeholder Centric Service</li> <li>• Communicate with Impact</li> <li>• Know ACU Work Processes and Systems</li> </ul>				✓
Monitor campus ministry related concerns and escalate any higher-level concerns to the Campus Ministry Team Leader as required to ensure integrity in ministry standards and university policies are scrupulously adhered to.	<ul style="list-style-type: none"> <li>• Deliver Stakeholder Centric Service</li> <li>• Collaborate Effectively</li> <li>• Make Informed Decisions</li> </ul>		✓	✓	
Provide pastoral support in the Christian tradition for staff	<ul style="list-style-type: none"> <li>• Adapt to and Lead Change</li> <li>• Coach and Develop</li> <li>• Make Informed Decisions</li> </ul>				✓
Implement programs for staff which will provide a sense of wellbeing and belonging to an inclusive and diverse community	<ul style="list-style-type: none"> <li>• Deliver Stakeholder Centric Service</li> <li>• Collaborate Effectively</li> <li>• Be Responsible for Achieving Excellence</li> </ul>		✓		
Collaborate and cooperate with Office of the Vice President units, Community Engagement, and other offices and departments within the University in order to creatively fulfill the goals and responsibilities of Campus Ministry.	<ul style="list-style-type: none"> <li>• Deliver Stakeholder Centric Service</li> <li>• Collaborate Effectively</li> <li>• Know ACU Work Processes and Systems</li> </ul>		✓	✓	

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		Within the work unit or team	School or Campus	Faculty or Directorate	Across the University
Plan and collaborate with Campus Pastoral Associate (Students) on the liturgical calendar on campus	<ul style="list-style-type: none"> <li>• Deliver Stakeholder Centric Service</li> <li>• Collaborate Effectively</li> <li>• Be Responsible and Accountable for Achieving Excellence</li> </ul>	✓			
Work in collaboration with the Campus Ministry Team Leader (Staff) and Associate Vice Chancellor / Campus Dean to ensure the religious expressions on the campus are appropriate and of high quality	<ul style="list-style-type: none"> <li>• Adapt to and Lead Change</li> <li>• Communicate with Impact</li> <li>• Be Responsible and Accountable for Achieving Excellence</li> </ul>		✓		
Work with staff to mark significant moments in the life of the campus community with appropriate liturgy	<ul style="list-style-type: none"> <li>• Deliver Stakeholder Centric Service</li> <li>• Collaborate Effectively</li> <li>• Be Responsible and Accountable for Achieving Excellence</li> </ul>				✓
Other responsibilities and duties as assigned by the Vice President, Associate Director, Identity & Mission and Campus Ministry Team Leader (Staff).	<ul style="list-style-type: none"> <li>• Deliver Stakeholder Centric Service</li> <li>• Collaborate Effectively</li> <li>• Be Responsible and Accountable for Achieving Excellence</li> </ul>	✓			

## HOW THE ROLE OPERATES

### Key Challenges and Problem Solving

- Maintaining vibrant, relevant, consistent campus ministry delivery to staff on campus.
- Responding to the needs of staff who can, on occasion face difficult, complex and sensitive issues in the course of their work life.
- Working effectively in an environment that can sometimes be hostile to overt Catholicism and at the same time responding sensitively and appropriately to staff of other or no faith.

- Taking campus ministry at ACU to the next level while remaining within the bounds of the strengths, weaknesses, preferences and backgrounds of the campus.

### **Decision Making / Authority to Act**

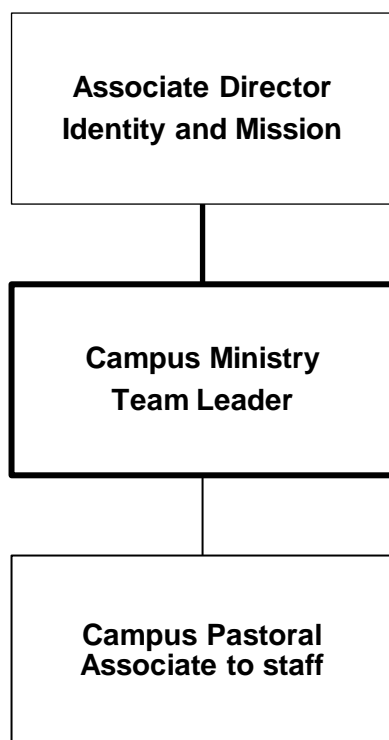
- The Campus Pastoral Associate – Staff, has responsibility for the day-to-day operation of Campus Ministry on their campus and control of their local Campus Ministry to staff expenditure.

### **Communication / Working Relationships**

The position holder communicates internally with staff and representatives of the Catholic Church on matters of relevance to providing a positive, dynamic experience of what it is to work at a Catholic University. In the course of their work they may be required to work with difficult people or in sensitive situations.

Acts as first point of contact to internal and external stakeholders, including staff and students, providing information on Campus Ministry activities and events to staff and students.

### **Reporting Relationships**



For further information about structure of the University refer to the [organisation chart](#).

## **SELECTION CRITERIA**

### **Qualifications, skills, knowledge and experience**

1.	An understanding of the University's mission and Catholic ethos and demonstrate an understanding of how this role serves the mission
2.	Bachelors degree or higher in Theology, Religious Education or Ministry or equivalent experience
3.	Experience in pastoral ministry to adults in a work environment (Campus Ministry Experience preferred).
4.	Ability to advocate strongly and effectively for Campus Ministry and the University's Catholic Identity and Mission

5.	Ability to encourage the vision for the overall good of the mission
6.	Excellent communication skills, written and verbal.
7.	Ability to organize and prioritise tasks.
8.	Experience in church ministry within the Catholic Church and a demonstrated commitment to ministry activities within the Catholic Church.
9.	Conversant with standards and principles outlined in 'Integrity in Service of the Church' – Australian Catholic Bishops Conference
10.	Well-developed interpersonal skills in order to liaise, consult and negotiate effectively with a wide range of people within a University community.
11.	Demonstrated skills in problem solving and seeking effective outcomes.
12.	Sound knowledge of, and commitment to, Catholic theology, liturgy and social teaching.
13.	Applicants should demonstrate commitment to cultural diversity and ethical principles, and demonstrate knowledge of equal employment opportunity and occupational health and safety, appropriate to the level of the appointment.

**Core Competencies (as per the [Capability Development Framework](#))**

14.	Demonstrate confidence and courage in achieving ACU's Mission, Vision and Values by connecting the purpose of one's work to ACU's Mission, Vision and Values.
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**Other attributes**

15.	Demonstrated commitment to cultural diversity and ethical practice principles and demonstrated knowledge of equal employment opportunity and workplace health and safety, appropriate to the level of the appointment.
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