

POSITION DESCRIPTION

Position Title	Professional Specialist – Liturgy Education		
Organisational Unit	Office of the Vice President/Directorate of Identity and Mission		
Functional Unit	ACU Centre for Liturgy		
Nominated Supervisor	Professor Clare Johnson		
Higher Education Worker (HEW) Level	HEW 8	Campus/Location	Mount St. Mary - Strathfield or St. Patrick - Melbourne
CDF Achievement Level	1 All Staff	Work Area Position Code	#HR to assign
Employment Type	Full-time Continuing	Date reviewed	

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.

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

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 ACU CENTRE FOR LITURGY

The ACU Centre for Liturgy seeks to promote, support and enhance the liturgical life of the Catholic Church in Australia and the region through tertiary education, scholarship and pastoral formation. It provides high-quality academic programs and research in liturgical studies and sacramental theology through ACU's Faculty of Theology and Philosophy and LaSalle Academy for Religious Education. It also provides practical professional training and development in liturgy and the sacred arts through ACU's Directorate of Identity and Mission. The ACU Centre for Liturgy operates under the auspices of the Office of the Vice President and the Faculty of Theology and Philosophy in the delivery of academic and professional development programs in liturgy, sacraments and the sacred arts.

POSITION PURPOSE

Working collaboratively within the ACU Centre for Liturgy, the Professional Specialist - Liturgy Education will contribute to the design and lead the delivery of high quality Pastoral Training Programs (PTPs) such as workshops, professional development sessions, short courses, online ministry training etc., in practical and academic areas of liturgy and sacraments, adapting such offerings to suit the needs of various clients and educational settings within the Catholic sector throughout Australia including: Catholic Education Offices (CEOs), dioceses and parishes. The Professional Specialist - Liturgy Education (PSLE) will contribute to the development of educational resources in liturgy; oversee and moderate the Liturgy Nexus; write pastorally-focused articles, media releases, newsletter and website content; conduct internal ACU liturgical education and ministry training sessions; promote the work of the ACU Centre for Liturgy throughout Australia; generate new and ongoing clients for the Centre's services; and engage in a range of other activities related to the role.

As required to support the delivery of programs and academic units:

- Contribute to the teaching and administration of academic units within the School of Theology appropriate to the level of appointment (i.e. support the development and coordination of lectures and tutorials in a variety of teaching/learning modes at undergraduate level).
- Support Liturgy and Sacraments unit offerings at undergraduate and post-graduate levels within ACU School of Theology to deliver consistency of grading criteria and ensure the quality of tutorial sessions in the discipline area;
- Support the delivery of tutorials for liturgy/sacraments lecturers including supporting the grading of assessment tasks; meeting with students and other tasks as required.

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.

Key responsibilities

N.B. Many of the responsibilities of this position relate to external university relations.

Key responsibilities specific to this position	Relevant Core Competences (Capability Development Framework)	Scope of contribution to the University			
		Within the work unit or team	School or Campus	Faculty or Directorate	Across the University
<ul style="list-style-type: none"> • Collaborate in the design, delivery, organization and promotion of workshops, professional development sessions, short courses, online training courses and educational resources in liturgy, sacramental theology, the sacred arts and pastoral practice. 	<ul style="list-style-type: none"> • Be responsible and Accountable for achieving excellence • Make informed decisions • Communicate with impact 			✓	
<ul style="list-style-type: none"> • Promote the work of the ACU Centre for Liturgy throughout Australia. 	<ul style="list-style-type: none"> • Communicate with impact • Deliver Stakeholder Centric Service 				✓
<ul style="list-style-type: none"> • Write and publish pastoral articles, media releases, newsletter and webpage entries relating to Centre activities, areas of interest and upcoming events. 	<ul style="list-style-type: none"> • Communicate with impact • Be responsible and accountable for achieving excellence 	✓			
<ul style="list-style-type: none"> • Oversee administration of and serve as moderator for the Liturgy Nexus (online list-server for academics and professionals in liturgy, sacraments and the sacred arts). 	<ul style="list-style-type: none"> • Know ACU work processes and systems • Deliver stakeholder Centric service • Make informed decisions 			✓	
<ul style="list-style-type: none"> • Contribute to liturgical education and ministry training programs for ACU staff and students. 	<ul style="list-style-type: none"> • Collaborate effectively • Communicate with impact 				✓
<ul style="list-style-type: none"> • Work collaboratively with the ACU Centre for Liturgy staff to forecast, budget for, promote and report on upcoming events, presentations, travel 	<ul style="list-style-type: none"> • Collaborate effectively • Know ACU work processes and systems 			✓	

Key responsibilities specific to this position	Relevant Core Competences (Capability Development Framework)	Scope of contribution to the University			
		Within the work unit or team	School or Campus	Faculty or Directorate	Across the University
<ul style="list-style-type: none"> Contribute to organising and facilitating Centre events (such as workshops, formation days and conferences) 	<ul style="list-style-type: none"> Collaborate effectively Communicate with impact 				✓
<ul style="list-style-type: none"> Facilitate positive and professional working relationships with key stakeholders both internal and external to ensure confidence and enhance the reputation of the Centre. 	<ul style="list-style-type: none"> Deliver stakeholder centric service Communicate with impact Be responsible and accountable for achieving excellence 			✓	
<ul style="list-style-type: none"> As required support unit offerings in Liturgy and Sacraments at undergraduate and post-graduate levels within the ACU School of Theology to deliver consistency of grading and tutorial sessions in the discipline area; support lecturers in the grading of assessment tasks, meeting with students. Provide appropriate support within the School of Theology to ensure the delivery of programs in specialist area Liturgical Education. 	<ul style="list-style-type: none"> Know ACU work processes and systems Be responsible and accountable for achieving excellence Coach and develop 			✓	

HOW THE ROLE OPERATES

Key Challenges and Problem Solving

- Manage time carefully in order to ensure the successful design and delivery of pastoral training programs, short courses, online training courses and educational resources in liturgy, sacramental theology, the sacred arts and pastoral practice for the ACU Centre for Liturgy.
- Communicate effectively and discretely with a broad range of clients including members of the Church hierarchy, academics, clergy, school and parish staff, students and international contacts.
- Work collaboratively with a variety of colleagues to advance and promote both ACU Centre for Liturgy pastoral/formation objectives and as needed, Faculty of Theology and Philosophy academic objectives.
- Generate new business and adapting Centre programs to meet specific client needs via strategic liaising with clients, following up contacts and maintaining positive client relations over an extended period.
- Demonstrate a strong capacity to undertake a variety of tasks at a high level and a willingness to create new procedures to facilitate new Centre programs where needed.

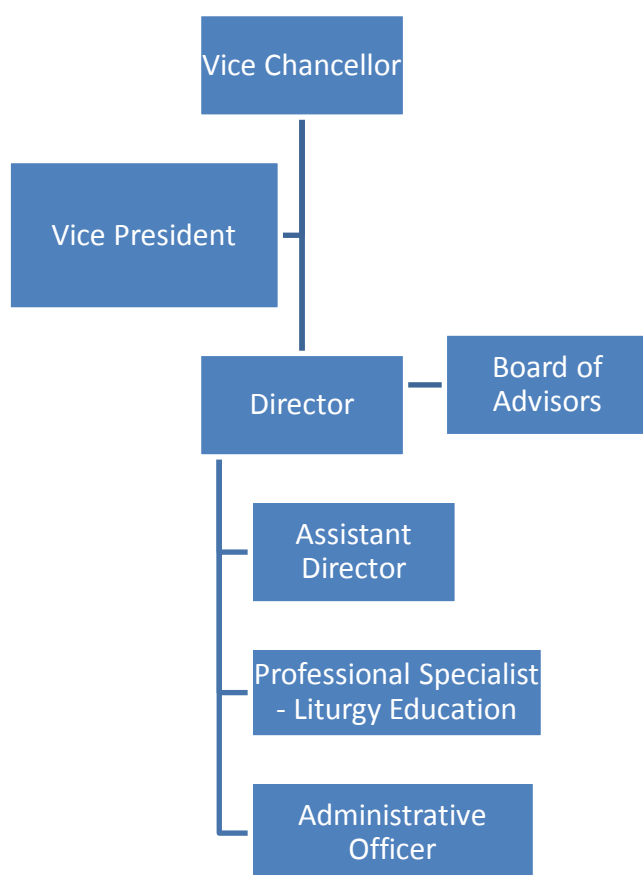
Decision Making / Authority to Act

- The position holder has substantial autonomy in the day-to-day delivery of pastoral training programs and promotion of the Centre's programs across Australia and must make decisions regarding bookings and time-management related to their role.
- The position holder is required to execute personal judgment, be able to operate independently and understand when to refer more complex matters to the Director.

Communication / Working Relationships

- The position holder will be required to communicate with a variety of external clients and relevant stakeholders from the Catholic sector to coordinate and deliver pastoral training programs and the Liturgy Nexus, and to generate new clients for the Centre.
- The position holder communicates internally with staff and is responsible for providing pastoral ministry training for staff and students consistent with the Centre's programs and processes.
- The position holder liaises via phone and in person with external clients (especially Catholic parishes, schools and dioceses) regarding bookings and arrangements relating to the Centre's services, collaborating on external program delivery and events.

Reporting Relationships



SELECTION CRITERIA

Qualifications, skills, knowledge and experience

1.	Completion of a Master's level degree in liturgical studies or sacramental theology. If degree is in sacramental theology, evidence of significant experience and expertise in liturgical studies theory and practice must be demonstrated.
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2.	Demonstrated experience in designing effective liturgy training programs (face-to-face and web-based)
3.	Demonstrated capacity to publish research-informed articles in pastoral liturgy publications and resources.
4.	Solid computer literacy and sound working knowledge of Microsoft Office suite, with an excellent capacity to design effective Powerpoint presentations.
5.	Experience working in a Catholic organization and/or the Catholic Education sector, including demonstrated capacity to deal successfully with Church agencies, organization and terminology.

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

6.	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.
7.	Excellent verbal skills (especially presenting to large and small groups) and excellent written communication skills including demonstrated ability to draft and proof documents.
8.	Excellent organizational and time-management skills, with the ability to work under time pressure, deal with multiple priorities and meet deadlines.
9.	Demonstrated initiative and ability to work independently and collaboratively across an organization to deliver shared goals.
10.	Demonstrated capacity for interpersonal understanding in order to listen actively to understand other's thoughts, feelings and concerns.

Other attributes

11.	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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