

POSITION DESCRIPTION

Position Title	Campus Pastoral Associate (Students)		
Organisational Unit	Office of the Vice President		
Functional Unit	Campus Ministry		
Nominated Supervisor	Campus Ministry Team Leader		
Higher Education Worker (HEW) Level	HEW 6	Campus/Location	Ballarat
CDF Achievement Level	1 All Staff	Work Area Position Code	
Employment Type	Part-time 0.6, Fixed Term 12 months	Date reviewed	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.*

At ACU we pride ourselves on offering a welcoming environment for everyone. At the same time, we are a university committed to standing for something clear. We stand up for people in need and causes that matter. ACU's Mission is central to the University, and informs every area – integrating the dignity of the human person, the common good, and ethical and social justice considerations into our core activities of student learning and teaching, research and service.

We are a publicly-funded university which has grown rapidly over the past few years. We're young, but we are making our mark: ranking among the top universities worldwide. We have got seven campuses around Australia, more than 200 partner universities on six continents, and a campus in Rome, Italy.

We know that our people make us a university like no other. It's your values, action and passion that makes the difference. Whatever role you may play in our organisation: it's what you do that defines who we are.

We value staff, offering excellent leave and employment conditions, and foster work environments where they have the ability grow and develop. We continue to invest in our facilities and workplaces, and actively involve staff in shaping the future direction of the organisation.

In order to be agents of change in the world, we all need to see life through the eyes of others. We believe that our role as a university is to inspire and equip people to make a difference – and that means cultivating their ability to act and think empathetically.

We hope that you might champion these values, and work with us to create a place of learning that is not only the envy of the world, but the making of it.

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 Vice President 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.

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 CAMPUS MINISTRY

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

Campus Pastoral Associate (Students) minister on a day-to-day basis across their campus. The role is to ensure vibrant, relevant, consistent campus ministry delivery to students on campus enriching the religious and spiritual lives of ACU students 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 (Students) and Campus Ministry Team Leader (Staff), and through them the Associate Director Identity & Mission, in implementing the vision for Campus Ministry, which enhances students spiritual and faith formation, supports a rich liturgical life on campus and furthers the University's mission of the Catholic Church.

Campus Pastoral Associate (Students) will be expected to work with direction from the Associate Director Identity & Mission through the Campus Ministry Team Leader (Students) to offer leadership and guidance to students contributing to the Identity and Mission of the University. While forming part of the ACU Identity and Mission Directorate, the Campus Pastoral Associate (Students) 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 students and a capacity to influence the student 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 students 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 students of the ACU campus community.

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 students with emphasis on engaging students, increasing student

participation in Campus Ministry events, and developing a culture of student community and student leadership.

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

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 Delivery Model
- 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

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 students to explore and express personal and communal spirituality	<ul style="list-style-type: none"> • Apply Commercial Acumen • Make Informed Decisions 		✓		
Implement a range of strategies and programs designed to engage the ACU student community in developing a commitment to social justice, equity and the common good.	<ul style="list-style-type: none"> • Apply Commercial Acumen • Make Informed Decisions 		✓		
Support student leaders and groups in their spirituality or mission related activities	<ul style="list-style-type: none"> • Live ACU's Mission, Vision and Values 		✓		
In cooperation with the Campus Ministry Program Coordinator – 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"> • Collaborate Effectively 		✓		

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		Within the work unit or team	School or Campus	Faculty or Directorate	Across the University
Monitor campus ministry related concerns and escalate any higher-level concerns to the Campus Ministry Team Leader Students as required to ensure integrity in ministry standards and university policies are scrupulously adhered to.	<ul style="list-style-type: none"> • Make Informed Decisions • Know ACU Work Processes and Systems 		✓		
Provide pastoral support in the Christian tradition for students	<ul style="list-style-type: none"> • Live ACU's Mission, Vision and Values 		✓		
Implement programs for students which will provide a sense of wellbeing and belonging to an inclusive and diverse community	<ul style="list-style-type: none"> • Live ACU's Mission, Vision and Values 		✓		
Support the formation and ongoing development of Catholic clubs and societies on campus	<ul style="list-style-type: none"> • Collaborate Effectively 		✓		
Collaborate on the development of Catholic identity and life activities and forums for students on campus	<ul style="list-style-type: none"> • Collaborate Effectively 		✓		
Collaborate and cooperate with Office of the Vice President, 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"> • Collaborate Effectively • Communicate with Impact 		✓		
Plan, facilitate and implement the liturgical calendar on campus	<ul style="list-style-type: none"> • Collaborate Effectively • Communicate with Impact 		✓		
In collaboration with the Campus Ministry Team Leader facilitate the liturgical calendar in relation to major campus events such as orientation, graduation, and the feast related to the campus charism.	<ul style="list-style-type: none"> • Collaborate Effectively • Communicate with Impact 		✓		
Mark significant moments in the life of the campus community with appropriate liturgy	<ul style="list-style-type: none"> • Communicate with Impact 		✓		

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		Within the work unit or team	School or Campus	Faculty or Directorate	Across the University
Other responsibilities and duties as assigned by the Director of Identity and Mission, Associate Director, Campus Ministry and Campus Ministry Team Leader.	<ul style="list-style-type: none"> Know ACU Work Processes and Systems 		✓		

HOW THE ROLE OPERATES

Key Challenges and Problem Solving

- Maintaining vibrant, relevant, consistent campus ministry delivery to students on campus.
- Responding to the needs of students who can, on occasion face difficult, complex and sensitive issues in the course of their study.
- Working effectively in an environment that can sometimes be hostile to overt Catholicism and at the same time responding sensitively and appropriately to students and 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.

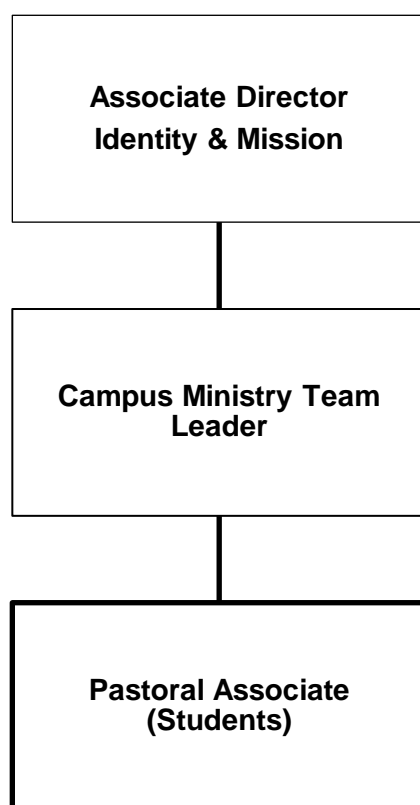
Decision Making / Authority to Act

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

Communication / Working Relationships

- The position holder communicates internally with students and representatives of the Catholic Church on matters of relevance to providing a positive, dynamic experience of what it is to study 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 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.	Bachelor's degree or higher in Theology, Religious Education or Ministry or equivalent experience.
3.	Experience in pastoral ministry (Campus Ministry experience preferred).
4.	Knowledge of and fidelity to Catholic doctrine and practice.
5.	Ability to advocate strongly and effectively for Campus Ministry and the University's Catholic Identity and Mission.
6.	Ability to encourage the vision for the overall good of the mission.
7.	Experience in church ministry within the Catholic Church and a demonstrated commitment to ministry activities within the Catholic Church.
8.	Conversant with standards and principles outlined in 'Integrity in Service of the Church' – Australian Catholic Bishops Conference.
9.	Sound knowledge of, and commitment to, Catholic theology, liturgy and social teaching.

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

10.	Excellent communication skills, written and verbal.
11.	Ability to organise and prioritise tasks.

12.	Well-developed interpersonal skills in order to liaise, consult and negotiate effectively with a wide range of people within a University community.
13.	Demonstrated skills in problem solving and seeking effective outcomes.

Other attributes

14.	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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