

POSITION DESCRIPTION

Position Title	Interfaith Relationship Coordinator		
Organisational Unit	Government, Policy and Strategy Directorate		
Functional Unit	Office of Government, Policy and Strategy		
Nominated Supervisor	Ashley Midalia, Director of Government, Policy & Strategy		
Higher Education Worker (HEW) Level	HEW 7	Campus/Location	Melbourne (St Patrick's) or North Sydney (Mackillop)
CDF Achievement Level	1 All Staff	Work Area Position Code	14152
Employment Type	Full-time, Continuing	Date reviewed	27/09/2017

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

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 DIRECTOR OF GOVERNMENT, POLICY AND STRATEGY

The Office of the Director of Government, Policy and Strategy, is responsible for managing high level policy issues and government relations on behalf of the Vice-Chancellor, Provost and Chief Operating Officer.

The Office of the Director of Government, Policy and Strategy, facilitates outcomes across the University by working in partnership with University stakeholders and developing relationships with key external stakeholders.

POSITION PURPOSE

The Interfaith Relationship Coordinator is responsible for managing and facilitating the delivery of major high-profile interfaith events and initiatives for the University with a primary focus on the Federal Parliamentary Interfaith Breakfast. The position will manage the logistics for delivering the annual Federal Parliamentary Interfaith Breakfast event and is expected to liaise directly with the leaders of the full range of faith communities in Australia, the offices of parliamentarians and service providers/suppliers.

The role serves as an interfaith liaison and coordinator for ACU, representing ACU to leaders of other faith communities, promoting intercultural understanding, dialogue and celebration, strengthening faith community relations, and the development of interfaith leadership in the community. As such, the Interfaith Relationship Coordinator supports the objectives of several directorates, particularly the Government, Policy and Strategy directorate, and University as a whole to build the University's interfaith and intercultural relations in the 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.

Key Responsibilities

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 ✓
<p>Coordinate and facilitate the delivery of the University's parliamentary interfaith breakfast events.</p> <p>This includes:</p> <ul style="list-style-type: none"> Representing ACU at a high level – and without direct supervision – in interactions with leaders of other faith communities, both clergy and lay leaders. Representing ACU at a high level – and without direct supervision – in interactions with political and parliamentary leaders, including with the offices of the Prime Minister, Premiers, Opposition Leaders, ministers and other parliamentarians. Collaborating with Marketing and External Relations (MER) to coordinate logistics of event management. Managing and monitoring project budgets. Providing secretariat support to the Organising Committee. Coordinating and executing large scale invitation mail-outs and following up on RSVPs. Maintaining interfaith and relevant stakeholder contacts database for the University. Responding to stakeholder enquiries, special requests and general event correspondence. 	<ul style="list-style-type: none"> Deliver Stakeholder Centric Service Be Responsible and Accountable for Achieving Excellence Collaborate Effectively Apply Commercial Acumen 				✓
Lead ACU's efforts to build and maintain ongoing relationships with religious organisations and faith/community leaders, ensuring an awareness of and due respect for cultural sensitiveness and formal protocols	<ul style="list-style-type: none"> Collaborate Effectively Deliver Stakeholder Centric Service 				✓
Lead interfaith and intercultural liaison at ACU.	<ul style="list-style-type: none"> Collaborate Effectively Deliver Stakeholder Centric Service 				✓

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<p>Provide support to directorates, faculties/organisational units across the university, with respect to interfaith initiatives to further the objectives of the University.</p> <p>This may involve:</p> <ul style="list-style-type: none"> • Liaison with internal and external stakeholders. • Providing support to relevant project teams, committees and working parties across the University. • Project work to support the delivery of interfaith conferences. • Administrative support for interfaith initiatives. 	<ul style="list-style-type: none"> • Collaborate Effectively • Know ACU Work Processes and Systems 				✓
Draft communications on interfaith issues and events.	<ul style="list-style-type: none"> • Communicate with Impact 				✓
Monitor and report to the Director on current interfaith and intercultural initiatives outside of the University, to inform the University's future interfaith initiatives and strategies; and assist in strengthening or identifying new opportunities for the University to engage in.	<ul style="list-style-type: none"> • Communicate with Impact 			✓	
Provide advice to the Director and other University staff on appropriate protocols and cultural sensitivities required when liaising with faith leaders or external stakeholders.	<ul style="list-style-type: none"> • Deliver Stakeholder Centric Service • Be Responsible and Accountable for Achieving Excellence • Collaborate Effectively 			✓	
Maintain currency of knowledge of developments in the Catholic Church, and in major faith groups in Australia, particularly with respect to organisational hierarchy, protocols and religious sensitivities.	<p>Apply Commercial Acumen</p> <p>Deliver Stakeholder Centric Service</p>	✓			
Engage in research to support the Director to review and analyse the effectiveness and outcomes of the University's interfaith initiatives.	Make Informed Decisions			✓	
In consultation with MER, draft, develop and manage the communication and promotional material of the University's interfaith and intercultural initiatives for the broader community, including non-Catholic communities.	<p>Collaborate Effectively</p> <p>Communicate with Impact</p>				✓

HOW THE ROLE OPERATES

Key Challenges and Problem Solving

- Maintain an awareness of and respect for protocols and religious and cultural sensitivities when dealing with representatives of various faiths, cultures and external organisations, including high profile community leaders.
- Manage and build positive relationships on behalf of the University with internal and external stakeholders, maintaining the high level of professionalism expected of representatives of the Offices of the Director and of the University.
- Manage expectations and multiple activities to tight timeframes to ensure the delivery of project outcomes, while maintaining high levels of professional judgment, attention to detail and forward planning.
- Communicate and working collaboratively with staff across the University and external stakeholders to achieve the outcomes of the position.
- Independently relate existing policy to work assignments, rethink the way a specific body of knowledge is applied in order to solve problems, adapt procedures to fit policy prescriptions or use theoretical principles in modifying and adapting techniques.

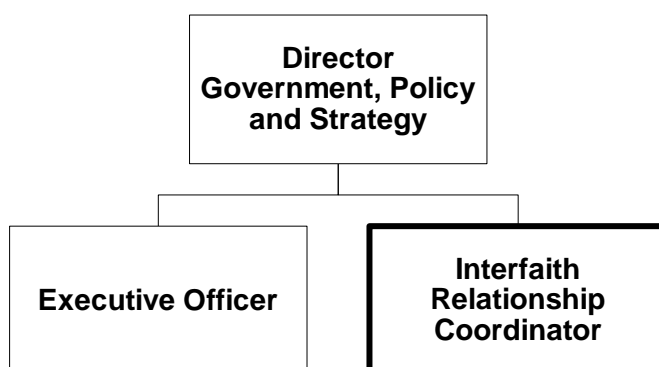
Decision Making / Authority to Act

- The position holder has substantial autonomy and is required to operate proactively to achieve the outcomes of the position, providing support and advice and making independent decisions on key logistical elements of the role.
- The position holder is responsible for the coordination and management of interfaith projects and events assigned to the position.

Communication / Working Relationships

- The position holder liaises with significant internal and external stakeholders, including faith community leaders, members of Parliament, members of the Catholic Church hierarchy and associated Church agencies, university staff, and service providers and suppliers.
- The position holder liaises with event service providers and suppliers including staff technical contractors, to organise interfaith events and initiatives.
- The position holder works closely with staff and teams across the University, mainly in Identity and Mission, Marketing and External Relations and the Office of the Vice-Chancellor and President to progress project activities requiring resources and expertise across the directorates.

Reporting Relationships



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

Selection Criteria

Qualifications, skills, knowledge and experience	
1.	Completion of a degree with subsequent relevant experience coordinating large-scale project and event management, or an equivalent combination of relevant experience and/or education/training in facilitating the delivery of high-profile events.
2.	Demonstrated planning and organisational skills, with the ability to achieve required outcomes and meet deadlines, including an ability to proactively identify and solve problems to achieve required outcomes.
3.	An understanding of, and ability to communicate effectively and sensitively with, different cultural and faith leaders and organisations.
4.	Knowledge of the Australian political system, including parliamentary positions and titles, and a capacity to deal proactively with political offices.
5.	High level of computer literacy, particularly including demonstrated experience with Microsoft Office (Word and Excel), mail merging, large-scale mail outs, databases and a capacity to use corporate systems and social media.
6.	Demonstrated knowledge and experience in budget management and financial acumen.
Core Competencies (as per the Capability Development Framework)	
7.	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.
8.	Demonstrated ability to effectively plan work activity, prioritise time and resources using established processes and technologies to achieve optimum efficiency and effectiveness in a high-pressure environment.
9.	Demonstrated ability to work both independently and collaboratively effectively as part of a team.
10.	High level verbal and written communication skills, and demonstrated experience conducting research, producing high quality print collateral and liaising with a range of internal and external stakeholders and service providers at varying levels of seniority.
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.