

POSITION DESCRIPTION



POSITION INFORMATION

POSITION TITLE:	Campus Pastoral Associate - Staff
WORK AREA POSITION CODE:	<i>(To be allocated by Human Resources)</i>
FUNCTIONAL UNIT:	Directorate Identity and Mission
ORGANISATIONAL UNIT:	Campus Ministry
CAMPUS/LOCATION:	McAuley Brisbane
NOMINATED SUPERVISOR (TITLE):	Associate Director Campus Ministry
CLASSIFICATION:	HEW 6
EMPLOYMENT TYPE:	<i>Full-time</i> A period of probation may be attached to this position.
REMUNERATION & BENEFITS:	A wide range of benefits are provided to staff. These include generous leave options; flexible working arrangements; comprehensive professional development programs; salary packaging benefits as a rebateable employer; reward and recognition programs and a range of wellbeing options.
SUPERANNUATION:	The University will contribute an amount equivalent to 9.5% or 17% of gross annual salary to superannuation dependent on salary level, length of appointment or age.
DATE DEVELOPED/ REVIEWED:	JANUARY 2015

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) welcomes students and staff of all beliefs. It 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.

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 1,800 staff supporting more than 30,000 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
- Deputy Vice-Chancellor Research
- Deputy Vice-Chancellor Students, Learning and Teaching
- Chief Operating Officer

Each portfolio consists of a number of Schools, Directorates or Institutes;

- Five Associate-Vice-Chancellors or Campus Deans that focus on the University's local presence and development of the University at the local 'campus' level; and
- A Directorate of Identity and Mission that drives both the Identity and the [Mission](#) of the University and includes a number of Institutes and Directorates.

The University is committed to performance excellence and offers an environment where staff are valued and rewarded. Further information about a career with ACU is available at www.acu.edu.au.

Directorate of Identity and Mission

The Directorate of Identity and Mission is responsible to the University community for programs and activities that engage, celebrate, and support the University community's development in and understanding of our Mission, Catholic identity, and living traditions. The Directorate is responsible for, among other things, staff and student Mission orientation, student Mission-based formation, staff development for Mission (formation), and support in Mission-based recruitment and induction of staff. The Directorate also serves as a resource for those wishing to better understand and explore the Catholic mission and identity of Australian Catholic University.

The Directorate collaborates across the ACU community to advance the Mission of the University through a number of distinct units:

Campus Ministry:

Through Campus Ministry the Directorate 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.

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.

Institute for Advancing Community Engagement

The Institute for Advancing Community Engagement (IACE) facilitates University-community partnerships that enhance the wellbeing and dignity of people and their communities locally, nationally and internationally.

Staff Formation

The Directorate is responsible for animating the Catholic Identity and Mission of the University to its staff and stakeholders through a range for staff induction and ongoing formation and professional development programs that engage staff in a deeper understanding and appreciation of the nature of Catholic higher education in general and the distinct Catholic identity and mission of ACU in particular.

POSITION PURPOSE

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 (Staff) and Campus Ministry Team Leader (Students), and through them the Associate Director Campus Ministry, 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 Campus Ministry through the Campus Ministry Team Leader (Staff) 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.

KEY RESPONSIBILITIES AND CONTRIBUTION

Work with the Campus Ministry Team Leader (Students) 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, organize, promote, and oversee University liturgies and services specifically for students.

<div> <div>Scope of Contribution within the University</div> <div>⇒</div> </div> <div> <div>↓</div> <div>Position Responsibilities</div> </div>	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	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Support staff in their spirituality or mission related activities	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monitor campus ministry related concerns and escalate any higher-level concerns to the Campus Ministry Team Leader Staff as required to ensure integrity in ministry standards and university policies are scrupulously adhered to.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Provide pastoral support in the Christian tradition for staff	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Implement programs for staff which will provide a sense of wellbeing and belonging to an inclusive and diverse community	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Collaborate and cooperate with Directorate of Identity and Mission units, IACE, and other offices and departments within the University in order to creatively fulfill the goals and responsibilities of Campus Ministry.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Plan and collaborate with Campus Pastoral Associate (Students) on the liturgical calendar on campus	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work in collaboration with the Campus Minister Team Leader (Staff) and Associate Vice Chancellor / Campus Dean to ensure the religious expressions on the campus are appropriate and of high quality	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work with staff to mark significant moments in the life of the campus community with appropriate liturgy	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other responsibilities and duties as assigned by the Director of Identity and Mission, Associate Director, Campus Ministry and Campus Ministry Team Leader (Staff).	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

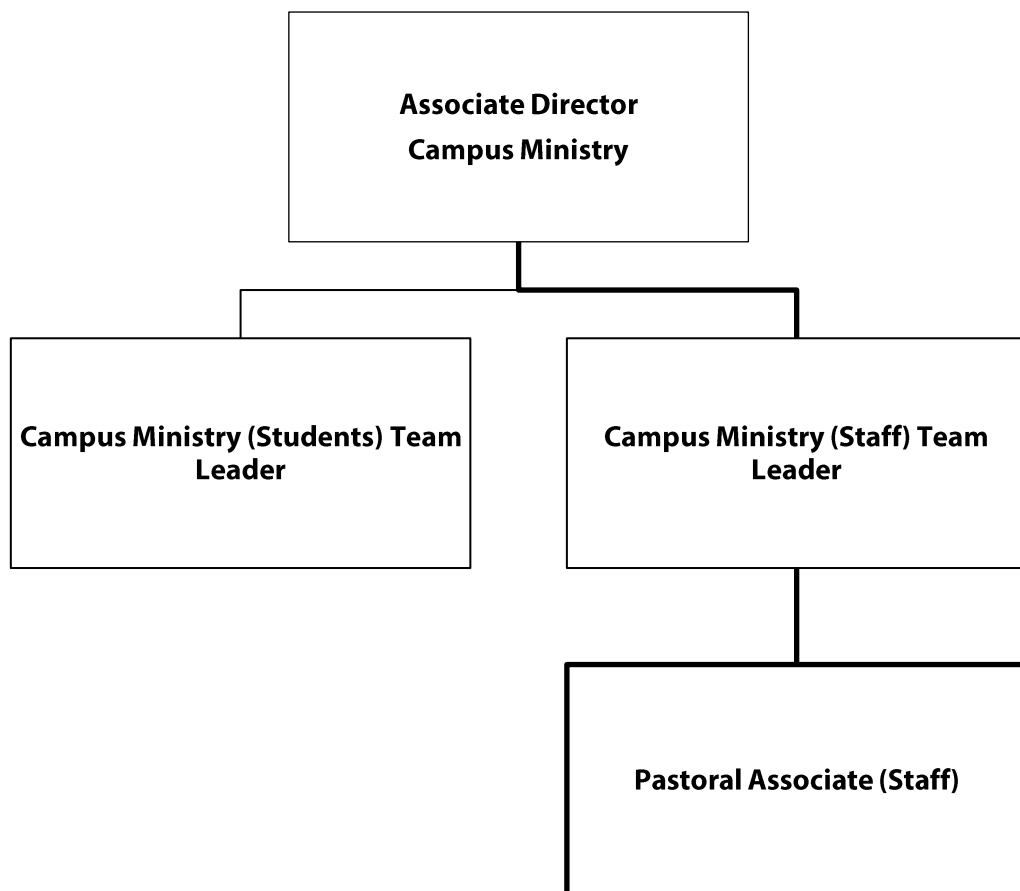
- The Campus Pastoral Associate – Students, has responsibility for the day-to-day operation of campus ministry on their campus and control of their local Campus Ministry to students expenditure.

COMMUNICATION/WORKING RELATIONSHIPS

The position holder communicates internally with 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 students.

REPORTING RELATIONSHIPS



Australian Catholic University

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

SKILLS, KNOWLEDGE AND EXPERIENCE (SELECTION CRITERIA)

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Essential

1. Bachelors degree or higher in Theology, Religious Education or Ministry or equivalent experience.
2. Experience in pastoral ministry to adults in a work environment (Campus Ministry experience preferred).
3. Knowledge of and fidelity to Catholic doctrine and practice.
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 the specific mission and Catholic ethos of the institution, 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.