

POSITION DESCRIPTION

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| Position Title | Signum Fidei National Youth Minister | | |
| Organisational Unit | Office of the Vice President | | |
| Functional Unit | ACU La Salle Academy | | |
| Nominated Supervisor | Director, Teacher Faith Formation | | |
| Higher Education Worker (HEW) Level | HEW 7 | Campus/Location | TBA |
| CDF Achievement Level | 1 All Staff | Position Number | 10605818 |
| Employment Type | Full-time Continuing | Date reviewed | October 2020 |

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 and Deputy Vice-Chancellor (Academic)
- Chief Operating Officer & Deputy Vice-Chancellor (Administration)
- Deputy Vice-Chancellor (Research)
- Deputy Vice-Chancellor (Education and Innovation)

- Deputy Vice-Chancellor (Coordination)
- Vice 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 Vice President is responsible for Catholic-related operations of the University. His portfolio is comprised of Identity and Mission, Campus Ministry, ACU Engagement, the La Salle Academy for Faith Formation and Religious Education, Church Relations, Congregational (Holy See) Projects, Staff Formation, and the ACU Centre for Liturgy. 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 LA SALLE ACADEMY

La Salle Academy ("the Academy") operates as a functional matrix organisation within the University, working in close collaboration with our Catholic education partners. It incorporates the provision of direct service delivery (teaching, research and community engagement) along with the provision of support and service in the areas of course and policy development, quality assurance, strategic planning, communications and accountability within its nominated disciplinary areas.

The Academy has responsibility for Religious Education, Faith Formation and Educational Leadership to prepare those who aspire to work, teach, lead and govern in a Catholic school. The Academy works with Catholic Education employing authorities in the development and implementation of accreditation requirements to work, teach and lead in the Catholic school.

Two La Salle Programs for teacher formation include the Spiritus Program and the Signum Fidei Program (outlined in the next section).

ABOUT THE SIGNUM FIDEI PROGRAM

Signum Fidei (SF) is a Catholic Life and Mission Program for the faith formation of pre-service teachers, early career teachers, and post-school youth ministry leaders in Catholic schools. It aims to equip them with the skills and knowledge to participate in Catholic schools' confidently. The Signum Fidei Program consists of three Modules: Catholic Life and Practice (Certificate of Participation), Formation and Ministry in Catholic Schools (Certificate of Formation), and Youth Ministry Experience (Certificate of Mission).

This Program was launched in 2017 and has been successfully conducted across all ACU Campuses. In 2020, a National cohort completed Signum Fidei Module 2. This group was also completing a Module 3 ministry experience in Fiji, including supporting ministry experiences for teachers and students in Catholic secondary and primary schools. Due to COVID, this has been postponed and is currently being planned for 2021.

On successful completion, students are issued with a certificate that will assist Catholic employers to choose early career teachers who are able and willing to contribute to strengthening the identity and mission of Catholic schools.

POSITION PURPOSE

The Signum Fidei National Youth Minister is responsible for the coordination of pre-service teacher formation initiatives with the La Salle Academy for Faith Formation. This includes the planning and implementation of the Signum Fidei (SF) Catholic Life and Mission Program.

The position holder works closely with Campus Ministry Pastoral Associates to support their involvement with the pre-service teachers participating in the SF Program. The role is responsible for building relationships with Faculty of Education and Arts and Theology and Philosophy staff to engage them with identifying SF Program participants and supporting their ongoing engagement in the program.

The SF National Youth Minister is responsible for:

- promoting the SF Program to the University community and Catholic Education authorities
- scheduling SF Program modules and program activities,
- developing resources to support participants in the SF program, including online resources for participants,
- ensuring the program content aligns with Signum Fidei Guidelines,
- communication planning and implementation, and
- reporting on the program outcomes, including recommendations for improvements.

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 2020-2023](#)
- [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
- [ACU Staff Reconciliation Action Plan](#)

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 |
| | | ✓ | ✓ | ✓ | ✓ |
| Co-ordinate the national implementation of the SF Program across all ACU Campuses. This includes liaising with Campus Ministry Pastoral Associates regarding their participation in SF Program activities and promotion of the SF Program with the faculties of Education and Arts and Theology and Philosophy. | <ul style="list-style-type: none"> Communicate with Impact Deliver Stakeholder Centric Service Collaborate Effectively | | | | ✓ |
| Develop a comprehensive Signum Fidei resource pack for current and potential students, which includes promotional materials and guidelines for implementation. | <ul style="list-style-type: none"> Know ACU Work Processes and Systems Be Responsible and Accountable for Achieving Excellence | | | | ✓ |
| Develop regular communication avenues to pre-service teachers across all campuses in order to actively promote the Signum Fidei Program. | <ul style="list-style-type: none"> Communicate with Impact Deliver Stakeholder Centric Service | | | | ✓ |
| Support and encourage the Campus Ministry Pastoral Associates in establishing viable cohorts for each Module. This includes a national on-line registration system and maintaining regular contact with Pastoral Associates throughout the year to provide support, monitor progress and seek feedback. | <ul style="list-style-type: none"> Communicate with Impact Be Responsible and Accountable for Achieving Excellence | | ✓ | | |

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| Coordinate planning of activities for Modules 2 and 3 of the SF Program. Responsibilities include: <ul style="list-style-type: none"> the scheduling of program dates; development of national student cohorts and teams; and ensuring adequate resources are available to ensure its smooth operation. | <ul style="list-style-type: none"> Know ACU Work Processes and Systems Deliver Stakeholder Centric Service Communicate with Impact Collaborate Effectively | | | | ✓ |
| Develop Church Participation activities for implementation by Campus Ministry Pastoral Associates in accordance with Signum Fidei Guidelines. | <ul style="list-style-type: none"> Deliver Stakeholder Centric Service | | | | ✓ |
| Develop and implement an on-going communication strategy to engage students with the SF Program. | <ul style="list-style-type: none"> Deliver Stakeholder Centric Service Communicate with Impact | | | | ✓ |
| Plan, distribute, monitor and collect log books (Journals) for Module 1 to inform improvements to the Signum Fidei program and disseminate information to enrolled students. Develop an online Journal to improve resource availability and access for students. | <ul style="list-style-type: none"> Know ACU Work Processes and Systems | | | | ✓ |
| Maintain record keeping in relation to student participation in Modules that leads awards at the completion of Signum Fidei Modules. | <ul style="list-style-type: none"> Know ACU Work Processes and Systems Make informed decisions | ✓ | | | |
| Through the partnership with Catholic Schools Youth Ministry Australia, develop aspects of the Modules as outlined in the Signum Fidei Program Guidelines. | <ul style="list-style-type: none"> Be Responsible and Accountable for Achieving Excellence Collaborate Effectively | | | | ✓ |

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| Supporting other teacher formation initiatives conducted by the La salle Academy as required. | <ul style="list-style-type: none"> • Be Responsible and Accountable for Achieving Excellence • Collaborate Effectively | | | | ✓ |
| Provide concise, accurate reporting on the progress and outcomes of the SF Program as required by the Director, Teacher Faith and Formation Programs that include recommendations for improvements to the program based on feedback from participants and stakeholders. | <ul style="list-style-type: none"> • Communicate with Impact • Be responsible and accountable for achieving excellence | | | | |
| Promote Modules 2 and 3 to students and support the development of these Modules. Advance the delivery of Modules 2 and 3 to students. | <ul style="list-style-type: none"> • Communicate with Impact • Collaborate Effectively • Be responsible and accountable for achieving excellence | | | | ✓ |

HOW THE ROLE OPERATES

Key Challenges and Problem Solving

- Maintaining high levels of professional judgement and using initiative within the position.
- Ensuring that program suggestions and requests remain aligned with University requirements at all times.
- Liaising extensively with both internal and external stakeholders. This includes Catholic education authorities.
- Managing the expectations and multiple priorities of various stakeholders, often within tight timeframes.
- Contributing to and facilitating effective collaboration with La Salle Academy, Campus educational leaders/pastoral associates and the Catholic Schools Youth Ministry Australia to develop effective programs that support La Salle Academy objectives.

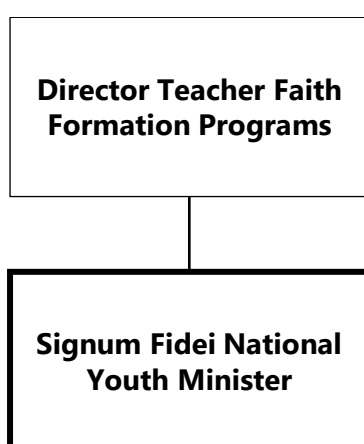
Decision Making / Authority to Act

- The position holder has substantial autonomy in the day-to-day management of support and administrative services related to the Signum Fidei program typically making independent decisions on administrative policies, protocols and procedures which reflect ACU and external standards and practices.
- The position holder is required to execute personal judgement and initiative, be able to operate independently, and understand when to escalate issues to the appropriate person.

Communication / Working Relationships

- The position holder works closely and collaboratively with the Director Teacher Faith Formation Programs to achieve positive outcomes for the SF Program.
- The position holder communicates internally with a range of Faculty and University stakeholders within the scope of the position.
- The position holder will collaborate with La Salle Academy team members to support the development and implementation of Academy processes and operational procedures relevant to the portfolio and role.
- The position holder communicates with community partners, including those from Catholic Education and Catholic youth Ministry, and is responsible for developing relationships that effectively support the success of the SF program.

Reporting Relationships



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

SELECTION CRITERIA

| Qualifications, skills, knowledge and experience | |
|--|--|
| 1. | Relevant tertiary qualification or an appropriate combination of training and relevant experience preferably in a tertiary environment. |
| 2. | Sound understanding of and ability to articulate the Church's mission in Catholic education to a range of audience and stakeholders. |
| 3. | Experience in coordination of teacher education and Catholic school programs and activities. |
| 4. | Demonstrated leadership experience supporting formation initiatives in the aspirations of the new evangelisation within the Catholic Education sector. |
| 5. | Competency in facilitation, professional development, interpersonal and oral and written communication skills, including high level digital skills. |
| 6. | Capacity to build strong working relationships that contribute to and facilitate effective collaboration with a range of key internal stakeholders. |

| Core Competencies (as per the <u>Capability Development Framework</u>) | |
|---|---|
| 7. | Live ACU's Mission, Vision and Values: 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. | Collaborate Effectively: Work collaboratively internally and externally to ACU to capitalise on all available expertise in pursuit of excellence. |
| 9. | Be Responsible and Accountable for Achieving Excellence: Take personal accountability for achieving the highest quality outcomes through understanding the ACU context, self-reflection, and aspiring to and striving for excellence. |
| 10. | Know ACU Work Processes and Systems: Plan work activity, prioritise time and resources using established ACU processes and technology to achieve optimum efficiency and effectiveness. |
| 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. |