

POSITION DESCRIPTION

Position Title	Campus Pastoral Associate – Students and Staff		
Organisational Unit	Office of the Vice President		
Functional Unit	Campus Ministry		
Nominated Supervisor	Campus Ministry Manager		
Higher Education Worker (HEW) Level	HEW 6	Campus/Location	Canberra
CDF Achievement Level	1 All Staff	Position Number	
Employment Type	Full-time Continuing	Date reviewed	September 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 eight 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 Office of the Vice President 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, Community Engagement, La Salle Academy, Catholic Programs 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.

CAMPUS MINISTRY

Through Campus Ministry, the portfolio 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, every day.

LA SALLE ACADEMY FOR FAITH FORMATION AND RELIGIOUS EDUCATION

The Academy provides an integrated approach to curriculum development, delivery and assessment, and faith formation activities. The Academy is committed to training teachers and leaders of faith formation and religious education in a way that extends their competency and efficacy, expands their theological literacy, and equips them with a new set of skills so that they can help the Church find doorways through which contemporary Australians can enter and bring faith and life into dialogue.

Our education and training opportunities develop teachers and leaders with professional efficacy, theological literacy and the skills to bring faith and life into dialogue. Above all else, however, teachers and leaders need to be witnesses; people who live by the spirit of faith.

ACU ENGAGEMENT

The Pro Vice-Chancellor (Engagement) is responsible for the development and implementation of ACU's Community Engagement Strategy that includes integration of community engagement into ACU's curriculum across all Faculties; contribution and expansion of community stakeholder relationships; and, broadening and deepening community engagement as a defining representation of the University's mission.

ACU Engagement collaborates with Identity and Mission, Faculties, Institutes and other operational units in order to achieve enhanced opportunities for our staff and students to experience community engagement that is both academically rich and exemplifies Catholic Social Principles.

ACU Engagement also works to provide opportunities for ACU staff, students, alumni and affiliates to make a contribution to their community that meets their skills, capabilities, and capacity; and to provide opportunities for our partner organisations to access the skills and resources of ACU to achieve goals that are consistent with the ACU Mission.

The Pro Vice-Chancellor (Engagement) is also responsible for the development and implementation of strategic frameworks that implement the measurement of research engagement and impact.

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 the Office of the Vice President.

The ACU Centre for Liturgy operates under the auspices of the Office of the Vice President and cooperates with the Faculty of Theology and Philosophy in the delivery of academic programs in liturgy, sacraments and the sacred arts.

ACADEMIC COORDINATOR, CATHOLIC PROGRAMS

The Vice President's Office is responsible, through the Academic Coordinator, Catholic Programs, 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

The Campus Pastoral Associate (Students and Staff) ministers on a day-to-day basis across their campus. Their role is to ensure vibrant, relevant, consistent campus ministry delivery to students and staff both on campus and virtually, enriching the religious and spiritual lives of ACU students and staff of all denominations and faiths through liturgy, retreats, conversation, mentoring, education and pastoral care in the Catholic tradition.

This position assists the Campus Ministry Manager and through them the Associate Director, Identity & Mission, in implementing the vision for Campus Ministry, which enhances student and staff spiritual and faith formation, supports a rich liturgical life on campus and furthers the University's mission.

The Campus Pastoral Associate (Students and Staff) will be expected to work with direction from the Associate Director, Identity & Mission through the Campus Ministry Manager to offer leadership and guidance to students contributing to the identity and mission of the University. While forming part of the ACU Office of the Vice President Portfolio, the Campus Pastoral Associate (Students and 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 students and staff, as well as a capacity to influence the University community. This position requires a commitment to a lived faith experience, which may be demonstrated by the following:

- A daily personal prayer life and participation in daily Campus Ministry team prayer.
- Active membership of the worshipping community at ACU.
- Witness of faith in action and words as a Campus Pastoral Associate.
- Animating a sense of belonging to an inclusive and diverse community.
- Engagement of ACU students and staff to act in truth and love, with a commitment to justice, equity and the common good.
- Fostering an appreciation of the sacredness of the human person with particular focus on Catholic spiritual life and intellectual tradition.
- Contribution to the dignity and well-being of students and staff of their ACU campus 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 2020 – 2023
- [Catholic Identity and Mission](#)
- [ACU Capability Development Framework](#)
- Higher Education Standards Framework
- [ACU Service Excellence Framework](#)
- ACU Staff Enterprise Agreement including provisions in relation to Performance Excellence

The [ACU 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.

The Campus Pastoral Associate (Students and Staff) will work on a day to day basis with the Campus Ministry Manager to implement programs and activities which facilitate faith formation, spirituality, engagement in the Catholic intellectual tradition, as well as prayer experiences for the University's students and staff which emphasise engagement, increase participation in Campus Ministry events, and develop a culture of community and leadership. Collaboration with the Chaplain and other Campus Ministry staff, and as appropriate, other members of the University community, is key in planning, organising, promoting, and overseeing University liturgies and services specifically for students and staff.

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
		✓	✓	✓	✓
<ul style="list-style-type: none"> • Provide pastoral support in the Christian tradition for students and staff. 	<ul style="list-style-type: none"> • Adapt to and Lead Change • Coach and Develop • Make Informed Decisions 				✓
<ul style="list-style-type: none"> • Implement programs for students and staff which will provide a sense of wellbeing and belonging to an inclusive and diverse community. 	<ul style="list-style-type: none"> • Deliver Stakeholder Centric Service • Collaborate Effectively • Be Responsible for Achieving Excellence 		✓		

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		Within the work unit or team	School or Campus	Faculty or Directorate	Across the University
<ul style="list-style-type: none"> Support students and staff in their spirituality and/or mission related activities, assisting them to develop a commitment to social justice, equity and the common good. 	<ul style="list-style-type: none"> Deliver Stakeholder Centric Service Collaborate Effectively Make informed decisions 		✓		
<ul style="list-style-type: none"> Collaborate in the development of Catholic identity and life activities and forums for students and staff on campus. 	<ul style="list-style-type: none"> Deliver Stakeholder Centric Service Collaborate Effectively Make informed decisions 		✓		
<ul style="list-style-type: none"> Collaborate and cooperate with Office of the Vice President units 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"> Deliver Stakeholder Centric Service Collaborate Effectively Know ACU Work Processes and Systems 		✓		
<ul style="list-style-type: none"> Mark campus community life with appropriately prepared and planned liturgy and prayer, according to seasons and occasions. 	<ul style="list-style-type: none"> Deliver Stakeholder Centric Service Collaborate Effectively Be Responsible and Accountable for Achieving Excellence Communicate with Impact 		✓	✓	✓
<ul style="list-style-type: none"> Work in collaboration with the Campus Ministry Manager and Associate Vice Chancellor / Campus Dean to ensure the religious expressions on the campus are appropriate and of high quality. 	<ul style="list-style-type: none"> Adapt to and Lead Change Communicate with Impact Be Responsible and Accountable for Achieving Excellence 		✓		

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<ul style="list-style-type: none"> In collaboration with the Campus Ministry Manager 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"> Deliver Stakeholder Centric Service Collaborate Effectively Be Responsible and Accountable for Achieving Excellence 		✓		
<ul style="list-style-type: none"> Accurately record and analyse data to ensure effectiveness and inform reflective practice 	<ul style="list-style-type: none"> Know ACU Work Processes and Systems Deliver Stakeholder Centric Service Be Responsible and Accountable for Achieving Excellence 	✓	✓	✓	✓
<ul style="list-style-type: none"> Monitor campus ministry related concerns and escalate any higher-level concerns to the Campus Ministry Manager as required to ensure integrity in ministry standards and university policies are scrupulously adhered to. 	<ul style="list-style-type: none"> Be Responsible and Accountable for Achieving Excellence Collaborate Effectively Deliver Stakeholder Centric Service Make informed decisions 		✓	✓	✓
<ul style="list-style-type: none"> Other responsibilities and duties as assigned by the Vice President, Associate Director, Identity & Mission and Campus Ministry Manager. 	<ul style="list-style-type: none"> Deliver Stakeholder Centric Service Collaborate Effectively Be Responsible and Accountable for Achieving Excellence 	✓			

HOW THE ROLE OPERATES

Key Challenges and Problem Solving

- Maintaining vibrant, relevant, consistent Campus Ministry delivery to students and staff on campus.
- Exercising a contemporary evangelisation stance, including ministry within digital platforms.
- Responding to the needs of students and staff who can, on occasion, face difficult, complex and sensitive issues in the course of their study or work.
- 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

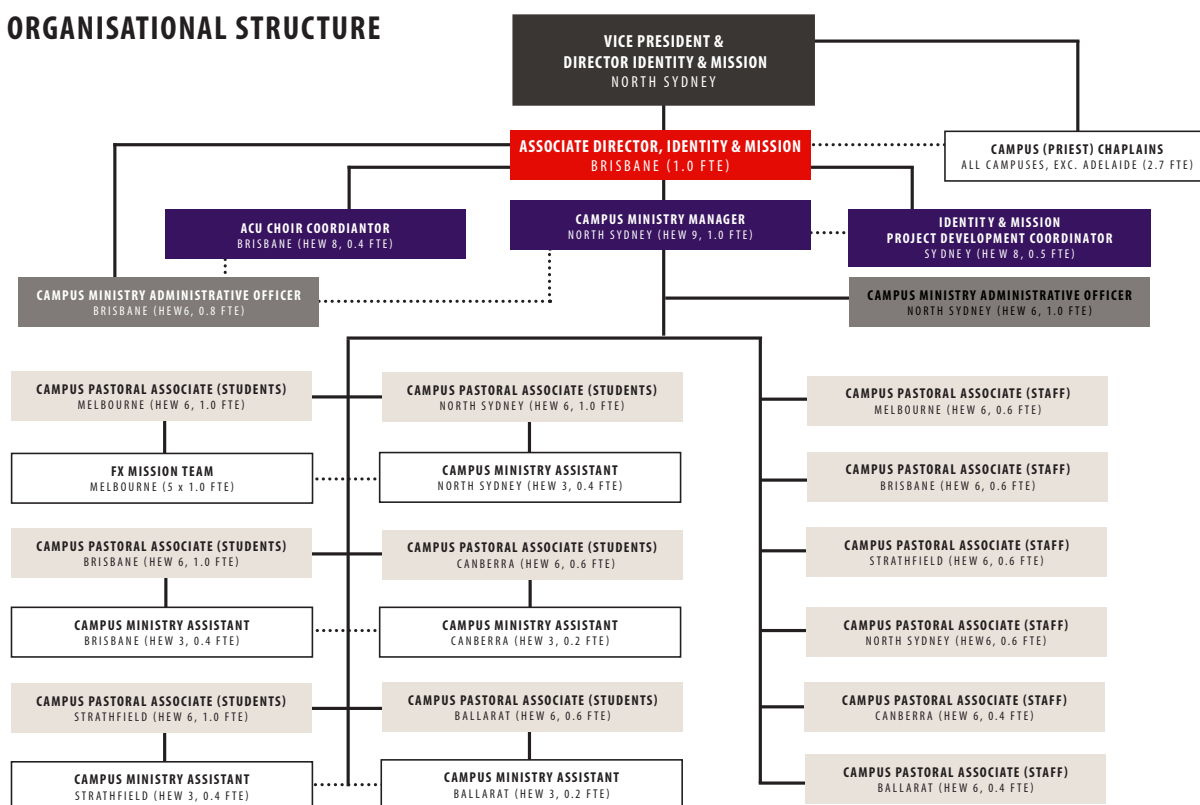
- The Campus Pastoral Associate (Students and Staff), has responsibility for the day-to-day operation of Campus Ministry on their campus and control of their local Campus Ministry expenditure.

Communication / Working Relationships

- The position holder communicates internally with students and staff 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 differing opinions or in sensitive situations.
- Acts as first point of contact to internal and external stakeholders, including staff, students and representatives of the Catholic Church, providing information on Campus Ministry activities and events to students and staff.

REPORTING RELATIONSHIPS

ORGANISATIONAL STRUCTURE



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

QUALIFICATIONS AND CAPABILITY OF THE POSITION HOLDER

Qualifications and Capability	
Qualifications, skills, knowledge and experience	
1.	Bachelor's Degree or higher in Theology, Religious Education or Ministry or equivalent experience.
2.	Experience in pastoral ministry (tertiary ministry experience preferred).
3.	Ability to encourage and advocate for the vision of Campus Ministry to augment the University's Catholic Identity and Mission.
4.	Both experience in ministry and a demonstrated commitment to ministry activities within the Catholic Church.
5.	Conversant with standards and principles outlined in 'Integrity in Service of the Church' – Australian Catholic Bishops' Conference.
6.	Sound knowledge of, and commitment to, Catholic theology, liturgical practice and social teaching.
Core Competencies (as per the ACU Capability Development Framework)	
7.	Live ACU's Mission, Vision and Values: Demonstrate confidence and courage in achieving ACU's Mission, Vision and Values and demonstrate how this role serves ACU's Mission, Vision and Values.
8.	Well-developed interpersonal and written skills in order to liaise, consult and negotiate effectively with a wide range of people within the University community.
9.	Ability to organise and prioritise tasks.
10.	Demonstrated skills in effective problem solving and delivering mutually beneficial outcomes.
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.
12.	Evidence of ability to work with children and contribute to and protect their safety and wellbeing. The successful applicant will be required to hold a valid working with children clearance for the State or Territory in which the position is located.