

## POSITION DESCRIPTION

<b>Position Title</b>	Campus Pastoral Associate - Staff		
<b>Organisational Unit</b>	Office of the Vice President		
<b>Functional Unit</b>	Campus Ministry		
<b>Nominated Supervisor</b>	Campus Ministry Manager		
<b>Higher Education Worker (HEW) Level</b>	HEW 6	<b>Campus/Location</b>	Brisbane
<b>CDF Achievement Level</b>	All Staff	<b>Work Area Position Code</b>	
<b>Employment Type</b>	Continuing part-time (0.6 fraction)	<b>Date reviewed</b>	June 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.*

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
- Vice President
- Pro Vice-Chancellor Assisting the Vice-Chancellor and President

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](http://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 VICE PRESIDENT**

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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, 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.

## **CAMPUS MINISTRY**

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Through Campus Ministry, the Office of the Vice President 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.

Campus Ministry desires to reflect truth, beauty and goodness through the teachings, sacraments, life and prayer of the Catholic Church. Specifically, Campus Ministry promotes:

- Prayer and worship
- Faith development
- Student and staff retreats
- Social justice
- Leadership development
- Spiritual accompaniment
- Pastoral care
- Groups exploring faith and reason
- Interfaith dialogue.

## **ACU ENGAGEMENT**

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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.

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## **INSTITUTE OF CHILD PROTECTION STUDIES**

The Institute of Child Protection Studies (ICPS) aims to enhance outcomes for children, young people and families through quality research, evaluation, training and community education. The Institute's research strengths include promoting children's participation, strengthening service systems and informing practice, and supporting child-safe communities.

Through its research, evaluation and community engagement activities, ICPS aims to influence policy and practice to achieve positive social change, enhancement of the Common Good, and improved outcomes for children, young people and families. ICPS is committed to collaborative approaches to translating knowledge into policy and practice, enabled through partnerships with government, non-government and community organisations.

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## **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.

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## **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.

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## **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 of 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.

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## **CHURCH RELATIONS AND CONGREGATIONAL PROJECTS**

The Senior Advisor Church Policy delivers advice, reports and expertise to a variety of stakeholders in the Catholic Church on matters of public policy and ethics on behalf of Australian Catholic University. The position monitors and devises responses to major strategic issues of concern to the Church. It helps to reposition the Church's place in the public square and promote the Church's response to complex social and political questions. Through the Office of the Vice President, the Senior Advisor Church Policy also provides high level advice to senior members of the University's leadership team to assist the University on building and maintaining relationships with key Catholic Church stakeholders.

## **POSITION PURPOSE**

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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 Manager and through them the Associate Director, Identity & Mission, 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 Identity & Mission through the Campus Ministry Manager 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.

## **POSITION RESPONSIBILITIES**

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### **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.

The Campus Pastoral Associate for Staff will work with the Campus Ministry Manager 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 staff with emphasis on engaging staff, increasing staff participation in Campus Ministry events, and developing a culture of staff community and staff leadership.

Collaborate with the Campus Pastoral Associate for Students, University Chaplains, staff, and as appropriate, other members of the university community to plan, organize, promote, and oversee University liturgies and services specifically for staff.

### 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 staff to explore and express personal and communal spirituality	<ul style="list-style-type: none"> <li>Adapt to and Lead Change</li> <li>Communicate with Impact</li> <li>Make Informed Decisions</li> </ul>				✓
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.	<ul style="list-style-type: none"> <li>Deliver Stakeholder Centric Service</li> <li>Collaborate Effectively</li> <li>Be Responsible for Delivering Excellence</li> </ul>				✓
Support staff in their spirituality or mission related activities	<ul style="list-style-type: none"> <li>Adapt to and Lead Change</li> <li>Communicate with Impact</li> <li>Make Informed Decisions</li> </ul>				✓
In cooperation with the Campus Ministry Leadership – 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"> <li>Deliver Stakeholder Centric Service</li> <li>Communicate with Impact</li> <li>Know ACU Work Processes and Systems</li> </ul>				✓
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"> <li>Deliver Stakeholder Centric Service</li> <li>Collaborate Effectively</li> <li>Make Informed Decisions</li> </ul>		✓	✓	

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
Provide pastoral support in the Christian tradition for staff	<ul style="list-style-type: none"> <li>Adapt to and Lead Change</li> <li>Coach and Develop</li> <li>Make Informed Decisions</li> </ul>				✓
Implement programs for staff which will provide a sense of wellbeing and belonging to an inclusive and diverse community	<ul style="list-style-type: none"> <li>Deliver Stakeholder Centric Service</li> <li>Collaborate Effectively</li> <li>Be Responsible for Achieving Excellence</li> </ul>		✓		
Collaborate and cooperate with Office of the Vice President units, 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"> <li>Deliver Stakeholder Centric Service</li> <li>Collaborate Effectively</li> <li>Know ACU Work Processes and Systems</li> </ul>		✓	✓	
Plan and collaborate with Campus Pastoral Associate (Students) on the liturgical calendar on campus	<ul style="list-style-type: none"> <li>Deliver Stakeholder Centric Service</li> <li>Collaborate Effectively</li> <li>Be Responsible and Accountable for Achieving Excellence</li> </ul>	✓			
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"> <li>Adapt to and Lead Change</li> <li>Communicate with Impact</li> <li>Be Responsible and Accountable for Achieving Excellence</li> </ul>		✓		

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
Work with staff to mark significant moments in the life of the campus community with appropriate liturgy	<ul style="list-style-type: none"> <li>• Deliver Stakeholder Centric Service</li> <li>• Collaborate Effectively</li> <li>• Be Responsible and Accountable for Achieving Excellence</li> </ul>				✓
Other responsibilities and duties as assigned by the Vice President, Associate Director, Identity & Mission and Campus Ministry Manager.	<ul style="list-style-type: none"> <li>• Deliver Stakeholder Centric Service</li> <li>• Collaborate Effectively</li> <li>• Be Responsible and Accountable for Achieving Excellence</li> </ul>	✓			

## HOW THE ROLE OPERATES

### 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.

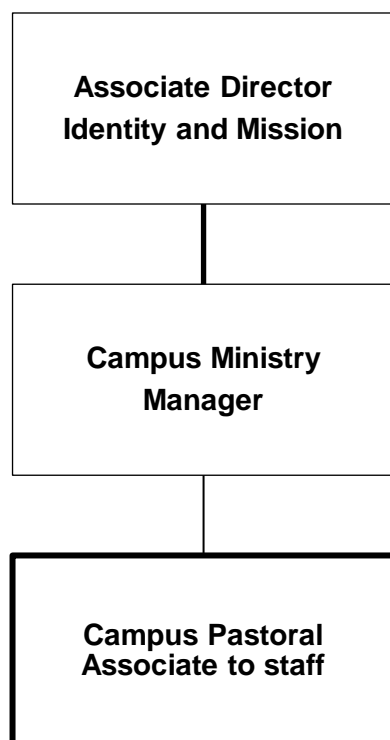
### Decision Making / Authority to Act

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

## Reporting Relationships



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

## SELECTION CRITERIA

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### 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.	Bachelors degree or higher in Theology, Religious Education or Ministry or equivalent experience
3.	Experience in pastoral ministry to adults in a work environment (Campus Ministry Experience preferred).
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.



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

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**Other attributes**

13.	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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