

POSITION DESCRIPTION

Position Title	Campus Pastoral Associate - Staff		
Organisational Unit	Directorate of Identity and Mission		
Functional Unit	Campus Ministry		
Nominated Supervisor	Associate Director, Mission & Ministry		
Classification	HEW 6		
CDF Level	CDF1	Position Number	10612207
Attendance Type	Part Time	Date reviewed	13-MAY-2024

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 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 to grow and develop. We continue to invest in our facilities and workplaces, and actively involve staff in shaping the future direction of the organisation.

Each portfolio consists of several Faculties, Research Institutes or Directorates. The Vice President drives both the Identity and the Mission of the University. In addition, Campus Deans focus on the University's local presence and development of the University at the local 'campus' level. For further information about the University please refer to the Organisation Chart.

All our staff contribute to the achievement of our goals set out in ACU's Vision 2033 and aim to provide high quality services with a strong focus on service excellence. Several frameworks and standards also express the University's expectations of conduct, capability, participation and contribution of staff.

ABOUT THE 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.

ABOUT CAMPUS MINISTRY

Rooted in our Catholic identity and mission, Campus Ministry accompanies members of the ACU community into an ever-deepening relationship with a God who calls us to a life of love and service. Through Campus Ministry, the University animates opportunities for members of the 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.

POSITION PURPOSE

Located at ACU's North Sydney campus, the Campus Pastoral Associate (Staff) ministers on a day-to-day basis to staff across ACU's three Sydney campuses: Strathfield, North Sydney and Blacktown. Their role is to ensure vibrant, relevant, consistent campus ministry delivery to staff both on campus and virtually, enriching the religious and spiritual lives of ACU staff of all denominations and faiths through liturgy, retreats, conversation, mentoring, education and pastoral care in the Catholic tradition. This position collaborates with the Associate Director, Mission & Ministry and through them, the Vice President, in implementing the vision for Campus Ministry which enhances the spiritual, faith formation and mission engagement of staff, supports a rich liturgical life on campus and furthers the university's mission.

The Campus Pastoral Associate (Staff) will be expected to work with direction from the Associate Director, Mission & Ministry to offer leadership and guidance to staff contributing to the Catholic 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 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, as well as a capacity to influence the broader 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 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 staff of their ACU campus community.

KEY 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's Vision 2033](#)
- [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 and Academic Career Pathways.
- [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.

Responsibility	Scope
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.	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University
Collaborate in the development of Catholic identity and life activities and forums for staff on campus. Support staff in their spirituality and/or mission- related activities.	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit
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.	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University
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.	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit
Plan and collaborate with Campus Pastoral Associate (Students) on the liturgical calendar on campus, and work with staff to mark significant moments in the life of the campus community with appropriate liturgy.	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit
Work in collaboration with the Campus Ministry Leadership and Campus Dean to ensure religious expressions on the campus are appropriate and of high quality.	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit
In collaboration with the Campus Ministry Leadership facilitate the liturgical calendar in relation to major campus and the feasts related to the campus and university charism.	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit
Accurately record and analyse data to ensure effectiveness and inform reflective practice.	The position contributes to activities; outcomes and goals; that are

Responsibility	Scope
	implemented and have impact across the University
Monitor campus ministry related concerns and escalate any higher-level concerns to the Associate Director, Mission & Ministry as required to ensure integrity in ministry standards and university policies are scrupulously adhered to.	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University
Other responsibilities and duties as assigned by the Vice President and the Associate Director, Mission & Ministry.	The position mainly contributes to activities; outcomes and goals within their immediate team or work unit

HOW THE ROLE OPERATES

The position will need to seek approval from their supervisor before making changes to processes and procedures.
The position is expected to identify and recommend improvements to their supervisor before implementation.
The position needs to build relationships with staff across the organisation to perform their duties.
This position does not have managerial responsibilities.

SELECTION CRITERIA

Qualifications, skills, knowledge and experience:	<ul style="list-style-type: none"> • Qualification - Bachelor's Degree or higher in Theology, Religious Education or Ministry or equivalent experience. • Knowledge - An understanding of the University's mission and Catholic ethos and demonstrate an understanding of how this role serves the mission. • Experience - Experience in pastoral ministry to adults in a work environment (Campus Ministry Experience preferred). • Skill - Ability to encourage and advocate for the vision of Campus Ministry to augment the University's Catholic Identity and Mission. • Experience - Experience in church ministry within the Catholic Church and a demonstrated commitment to ministry activities within the Catholic Church. • Skill - Conversant with standards and principles outlined in 'Integrity in Service of the Church' – Australian Catholic Bishops' Conference. • Knowledge - Sound knowledge of and commitment to Catholic theology, liturgical practice and social teaching.
Core Competencies:	<ul style="list-style-type: none"> • 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. • Work collaboratively internally and externally to ACU to capitalise on all available expertise in pursuit of excellence. • Communicate with purpose. Gain the support of others for actions that benefit ACU. Negotiate for mutually

	<p>beneficial outcomes that are aligned with the Mission, Vision and Values of the University.</p> <ul style="list-style-type: none"> • Plan work activity, prioritise time and resources using established ACU processes and technology to achieve optimum efficiency and effectiveness. • Make informed, evidence-based decisions by sourcing and interpreting University and business information.
Essential Attributes:	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.
Working with Children and vulnerable adults check	Evidence of the ability to work with children and/or vulnerable adults, and contribute to and protect their safety and wellbeing. The successful applicant of this position will be required to hold a valid working with children clearance for the State or Territory in which the position is located.

REPORTING RELATIONSHIPS

For further information about the structure of the University, refer to the Organisation Chart <https://www.acu.edu.au/about-acu/leadership-and-governance/leadership/organisational-structure>

