

POSITION DESCRIPTION

Position Title	Campus Pastoral Associate - Staff		
Organisational Unit	The Catholic Mission Directorate		
Functional Unit	Campus Ministry		
Nominated Supervisor	Associate Director, Mission & Ministry		
Classification	HEW 6		
CDF Level	HEW 6 CDF1	Position Number	10605020
Attendance Type	Part Time	Date reviewed	04-JUL-2025

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.*

An ACU education builds on the Catholic understanding of faith and reason working together in pursuit of knowledge and promotion of human dignity and the common good.

An ACU education seeks to transform lives and communities. Students are challenged to look beyond the classroom, solve real-world problems, develop their own search for meaning and cultivate strong professional ethics. They are invited to stand up for people in need and causes that matter.

ACU is open to all. As is common with great Catholic institutions the world over, the university is inclusive and supportive of everyone, every day – regardless of their faith or tradition.

ACU is a young university making a serious impact. Ranked in the top two per cent of universities worldwide and in the top 10 Catholic universities, we're also a leader in employability with 94 per cent of our graduates employed. The university has seven campuses around Australia, a campus in Rome, Italy, and an online campus – ACU Online.

ACU has four faculties, and several research institutes and directorates. We believe our number one asset is our people. It's the character, enthusiasm and dedication of our staff that make this a university like no other. 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.

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.

The structure to support this complex and national university consists of:

- Vice-Chancellor and President
- Provost and Deputy Vice-Chancellor (Academic)
- Chief Operating Officer
- Deputy Vice-Chancellor (Research and Enterprise)
- Deputy Vice-Chancellor (Education)
- Pro Vice-Chancellor - Catholic Mission

ABOUT THE CATHOLIC MISSION DIRECTORATE

The Catholic Mission Directorate plays a crucial role in promoting and nurturing the institution's Catholic mission and identity across all its operations. It serves as a vital link between the university's educational, research and engagement objectives and its Catholic heritage, driving initiatives that promote an understanding and appreciation of the Catholic faith within the academic context.

As a principal steward of the university's mission, the portfolio's responsibilities centre on ensuring that its curriculum and research endeavours are cognisant of, and open to, the insights of the Catholic tradition.

We emphasise growth of the whole person, we encourage our community to search for meaning and express truth in love. We assist our students and staff to integrate their intellectual growth, their social engagements, and their own cultural and spiritual convictions to thrive in an ever-changing world. We facilitate dialogue around complex issues of our age.

Working closely with the leaders of our four faculties, the portfolio aims to support a vibrant university community that embodies Catholic principles and fosters a culture of inquiry by enhancing integration of Catholic values in university policies and practices, promoting a sense of shared mission among staff and students; and strengthening connections between the university and the Church and its founding religious institutes, ensuring alignment with the broader Catholic community.

ABOUT CAMPUS MINISTRY

Anchored 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, every day.

POSITION PURPOSE

The Campus Pastoral Associate (Staff) ministers to staff members on the Strathfield Campus. Their role is to ensure vibrant, relevant, consistent campus ministry delivery to staff on campus and virtually, enriching the religious and spiritual lives of ACU staff of all denominations and faiths through liturgy, retreats, conversation, mentoring, accompaniment, and pastoral care in the Catholic tradition. This position collaborates with the Associate Director, Mission & Ministry and through them, the Pro Vice-Chancellor, Catholic Mission, in

implementing a vision for Campus Ministry which enhances the spiritual, faith formation and mission engagement of staff and supports a rich liturgical life on campus.

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 Catholic 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](#)
- [Code of Conduct for all staff](#)
- [ACU Capability Development Framework](#)
- [ACU Staff Enterprise Agreement 2022-2025](#)
- [ACU Staff Reconciliation Action Plan](#)

The [Capability Development Framework](#) describes 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

Responsibility	Scope
	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 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 beneficial outcomes that are aligned with the Mission, Vision and Values of the University. • 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:	<p>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.</p>
Working with Children and vulnerable adults check	<p>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.</p>

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>

