

## POSITION DESCRIPTION

<b>Position Title</b>	Campus Pastoral Associate		
<b>Organisational Unit</b>	Directorate of Identity and Mission		
<b>Functional Unit</b>	Campus Ministry		
<b>Nominated Supervisor</b>	Associate Director, Mission & Ministry		
<b>Classification</b>	HEW 6		
<b>CDF Level</b>	CDF1	<b>Position Number</b>	10610354
<b>Attendance Type</b>	Part Time	<b>Date reviewed</b>	29-APR-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 DIRECTORATE OF IDENTITY AND MISSION**

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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**

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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, everyday.

## **POSITION PURPOSE**

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Located at ACU's Blacktown campus, the Campus Pastoral Associate 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 all those in the community through liturgy, retreats, conversation, mentoring, education, and pastoral care in the Catholic tradition.

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

The Campus Pastoral Associate will be expected to work with direction from the Associate Director, Identity & Mission through the National Campus Ministry Manager to offer leadership and guidance to staff and students contributing to the identity and mission of the University. While forming part of the PD\_Campus Pastoral Associate

ACU Office of the Vice President Portfolio, the Campus Pastoral Associate will work collaboratively with their Campus Dean, the Student Life Officer 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 students and 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 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 and students in the ACU campus community.

## KEY 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'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
Provide pastoral support in the Christian tradition for staff and students.	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University
Implement programs for staff and students which will provide a sense of wellbeing and belonging to an inclusive and diverse community. Support staff and students in their spirituality and/or mission related activities, assisting them to develop a commitment to social justice, equity and the common good.	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit

<b>Responsibility</b>	<b>Scope</b>
Collaborate in the development of Catholic identity and ministry activities for staff and students on campus and virtually.	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit
Collaborate and cooperate with the Pro Vice-Chancellor - Catholic Mission unit and other offices and departments within the University to creatively fulfil the goals and responsibilities of Campus Ministry.	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University
Work in collaboration with the Associate Director, Mission & Ministry and the National Campus Ministry Manager to ensure the 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 Associate Director, Mission & Ministry and the National Campus Ministry Manager to facilitate the liturgical calendar in relation to major campus events such as orientation, graduation, and the feast related to the campus 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 and/or the National Campus Ministry Manager 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 Pro Vice-Chancellor - Catholic Mission , Associate Director, Mission & Ministry, and/or Campus Ministry Manager.	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.
The position manages the overall operations; budget and/or strategic direction for a functional unit.

## SELECTION CRITERIA

<b>Qualifications, skills, knowledge and experience:</b>	<ul style="list-style-type: none"> <li>• Qualification - A Bachelor's Degree or higher in Theology, Religious Education or Ministry or equivalent experience.</li> <li>• Knowledge - An understanding of the university's mission and Catholic ethos and demonstrate an understanding of how this role serves the mission.</li> <li>• Experience - Experience in pastoral ministry (tertiary ministry experience preferred).</li> <li>• Skill - Ability to encourage and advocate for the vision of Campus Ministry to augment the university's Catholic identity and mission.</li> <li>• Experience - Both experience in ministry and a demonstrated commitment to ministry activities within the Catholic Church.</li> <li>• Knowledge - Conversant with standards and principles outlined in 'Integrity in Service of the Church' – Australian Catholic Bishops' Conference.</li> <li>• Knowledge - Sound knowledge of and commitment to Catholic theology, liturgical practice and social teaching.</li> </ul>
<b>Core Competencies:</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Display openness and resilience, inspire others to change and act to make change happen with ACU's strategic goals and Mission at the heart of all outcomes.</li> <li>• Work collaboratively internally and externally to ACU to capitalise on all available expertise in pursuit of excellence.</li> <li>• 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.</li> <li>• Plan work activity, prioritise time and resources using established ACU processes and technology to achieve optimum efficiency and effectiveness.</li> </ul>
<b>Essential Attributes:</b>	<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>
<b>Working with Children and vulnerable adults check</b>	<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

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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>

