

## • • Head of College/CEO

• *• Unique Opportunity in theological higher education*

• A work of the Society of Jesus, the Jesuit College of Spirituality (JCS) is an ecumenical theological college offering a variety of pathways for study, research and spiritual direction in Ignatian spirituality.

• In this newly constituted role, you will work with the JCS Chair and Council as the College enters into an innovative Third-Party Agreement with Australian Catholic University.

• A grasp of the regulatory aspects of higher education programs together with an affinity for the Ignatian tradition are critical to the role. A strategic thought leader, you will also possess strong influencing and relationship building skills.

• Please view the Position Description on [www.brookerconsulting.com.au](http://www.brookerconsulting.com.au) and send a brief CV (Word format, up to 5 pages) to [career@brookerconsulting.com.au](mailto:career@brookerconsulting.com.au) or ring Lesley Lightfoot on 0458 543 485 or Jeremy Wurm on 0419 529 525, in confidence.

• *JCS is committed to protecting children and young people from harm and all applicants are required to undergo an extensive screening process prior to appointment.*

• **BROOKER**

• Consulting



**JESUIT COLLEGE  
OF  
SPIRITUALITY**

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# AUSTRALIAN JESUITS

## POSITION / ROLE DESCRIPTION

**Position Title: Head of College and Chief Executive Officer**

### ORGANISATIONAL OVERVIEW

Founded by St Ignatius Loyola more than 450 years ago, the Society of Jesus (also known as the Jesuits) is an international religious order of priests and brothers within the Catholic Church committed to service in the world in a variety of ways.

The Jesuit presence in Australia began in 1848 and the Australian Province of the Society of Jesus now comprises more than 120 Jesuits. They work in over 30 ministries in companionship with some 1800 women and men who share the Ignatian vision of the service of faith and the promotion of justice.

Jesuit College of Spirituality is an interdisciplinary institute that commenced in 1999. A particular strength of Jesuit College of Spirituality is its variety of pathways for study, research and specialisation.

In 2021, JCS is entering a new and exciting collaboration with Australian Catholic University (ACU) and the Head of College will be responsible for advancing this new strategic partnership in mission. The partnership will enable JCS to deliver ACU accredited courses to students both domestically and internationally.

Jesuit College of Spirituality aims at establishing a community of academics, students and professional partners dedicated to the pursuit of a deep understanding of the interconnection between personal formation and organisational development, enabling creative leaders to transform the world.

Jesuit College of Spirituality:

- specialises in the study of Ignatian spirituality and Christian pastoral formation for ministry;
- provides opportunities for research in spirituality, leadership and supervision;
- collaborates with centres of spiritual formation, business leaders and other industry partners to ensure excellence and relevance of all of its programs for personal and professional development.

### Values

- **Welcoming: forming strong, faithful relationships**
- **Discerning: being reflective and strategic in all we do**
- **Courageous: standing up boldly to effect change**

### Foundations of Mission

1. **Ignatian Spirituality**
2. **Solidarity between Jesuit and Lay**
3. **Mission with the Poor**

### Call to Mission

The spirit of the Lord is upon me,  
because he has anointed me to bring good news to the poor.  
He has sent me to proclaim release to the captives and recovery of sight to the blind,  
to let the oppressed go free, to proclaim the year of the Lord's favour. (Luke 4:18-19)



## **Universal Apostolic Preferences**

- **To show the way to God through the Spiritual Exercises and discernment**
- **To walk with the poor, the outcasts of the world, those whose dignity has been violated in a mission of reconciliation**
- **To collaborate in the care of our common home**
- **To accompany young people in the creation of a hope-filled future**

## **Province Priorities**

- **Nourish our ministries through Ignatian Spirituality**
- **Heal Humanity and our World**
- **Form the Young in a Faith Seeking Justice**
- **Strengthen Jesuit and Lay Partnership in Mission**
- **Serve Christ Through the Church within our Jesuit and Ignatian Tradition**

## ORGANISATIONAL RESPONSIBILITIES

### Positive Working Relationships

- Manages self so as to work collaboratively and productively as part of a well-functioning and dynamic team that contributes positively to the work of the Province, its values and the Three Foundations of Mission
- Facilitates good, productive and appropriate working relationships with all organisations that come under the umbrella of the Province
- Works closely with the relevant people in all of the Jesuit ministries to ensure that Ignatian spirituality is fostered and lived within those ministries
- Initiates and maintains contacts with a broad range of people and community organisations to ensure that the work of the Society can be completed in the most effective and efficient manner

### Respect

- Behaves in a culturally and linguistically sensitive manner that respects everyone regardless of their background, gender, sexuality, ethnicity or ability
- Provides and promotes an environment of mutual respect, dignity and fairness – free from discrimination, harassment, victimisation, bullying and violence to ensure that acceptable standards of conduct are maintained at all times and takes appropriate action if unacceptable conduct is observed

### Quality Assurance and Continuous Improvement

- Attends relevant meetings, workshops, conferences and training, as required
- Becomes familiar with and follows the Province's quality and standard policies, procedures and management instructions
- Is open to new ways of doing things that enhance working in an environment that subscribes to the Ignatian way
- Strives for continuous improvement in the quality system and work practices by being alert to opportunities for improvement

### Occupational Health and Safety

- Complies with the requirements of relevant Work, Health and Safety (or Occupational, Health and Safety) Acts and related procedures developed by the Mission
- Works in a manner that considers duty of care for self and others and be safety conscious at all times
- Reports inappropriate behaviours which endanger self or others including bullying and other harassing behaviours / incidents
- Reports to work physically and psychologically fit for duty
- Ensures all work areas are maintained in a safe condition and reports (to manager) if they are not
- Completes site induction (where necessary)

### Ignatian Spirituality

- To support and nurture the Province's Catholic ethos and Ignatian charism.
- Participation and completion of Ignatian Induction and Ignatian Formation

## Part 1: POSITION SPECIFICATIONS

Position Structure			
<b>Organisation:</b>	The Society of Jesus in Australia	<b>Ministry:</b>	Jesuit College of Spirituality
<b>Award/Agreement and classification:</b>	Award Free		
<b>Reporting structure:</b>	Reports to	Jesuit College of Spirituality Council	
	Direct Reports	<ul style="list-style-type: none"> <li>• Registrar</li> <li>• Academic Dean</li> <li>• Faculty and Auxiliary staff of the College</li> </ul>	
Position Objective			
<p>The Head of College is the Chief Executive Officer of the Jesuit College of Spirituality (College) and has specific responsibilities to ensure the provision of innovative, evidence-based and engaging teaching and learning programs which meet the individual needs of students across the full range of abilities.</p> <p>The Head of College exercises a shared responsibility with the College Council to ensure that the mission of the Society of Jesus is brought to life in the College. The role is predicated on the belief that to be effective the Head of College's work will be informed by a vision which is Gospel-inspired, people-centred, inclusive, and holistic, based on the Spiritual Exercises of Ignatius of Loyola. The Head of College promotes and supports staff and faculty to give witness to gospel values in all aspects of their work.</p> <p>The Head of College is directly responsible to the College Council who is answerable to the Provincial of the Society of Jesus. The Head of College supervises and supports the work of the Academic Dean, Registrar, faculty and auxiliary staff of the College.</p> <p>The Head of College represents the College at international meetings of the Association of Jesuit Colleges and Universities - Asia Pacific</p> <p>The Head of College is a Head of Ministry in the Province and participates in Province meetings, programs and activities and liaises with other ministries of the Province including Jesuit and Ignatian Spirituality Australia (JISA).</p> <p>The Head of College is required to be familiar with and comply with the Society of Jesus' Child Safety Policies and the Code of Conduct. The Head of College will provide a child-safe environment, which proactively supports and monitors wellbeing and exercises pastoral care in a manner which reflects Jesuit and Ignatian values.</p>			

## Position Specific Responsibilities

### KEY TASKS

#### **The JCS-ACU partnership**

The Head of College is responsible for successfully embedding the new JCS and ACU Third Party Agreement (TPA) through:

- Developing a strong collaborative partnership between JCS and ACU;
- Developing and navigating a new strategic plan in collaboration with ACU;
- Ensuring the effective management, including the administrative governance, of the TPA;
- Ensuring administrative software and systems work with ACU infrastructure; and
- Ensuring JCS awards meet ACU and Tertiary Education Quality and Standards Agency requirements.

#### **Development of Policy**

The Head of College:

- is responsible for the development and evaluation of policies and procedures; and
- remains responsive to the needs of students, faculty and staff and to the mission and is guided by the College Council and relevant policies of the Society of Jesus.

#### **Educational Leadership**

The Head of College:

- models, inspires and leads a whole College approach to learning and teaching with a focus on continually improving student learning outcomes which ensure successful achievement of graduate attributes;
- leads curriculum innovation and enhances student learning outcomes and engagement;
- fosters and promotes reflective practice, professional dialogue and a collaborative approach to enhance learning and teaching;
- ensures that learning and teaching at the College is informed by the analysis of educational data and contemporary research and adheres to the Australian Catholic University's recourse delivery requirements;
- ensures that learning is at the centre of strategic planning and development; and
- supports teams and individuals to embrace change and innovation in learning and teaching practices.

#### **The development of the College's policies and programs**

The Head of College:

- leads and coordinates the development, implementation, evaluation and regular review of the learning and teaching program to ensure the provision of contemporary student learning;
- analyses the outcomes and impact of College policies and procedures on teaching and learning;
- makes recommendations to the College Council on operational, educational and research improvement;
- promotes and supports innovation within the curriculum;
- promotes and facilitates appropriate incorporation of information and communication technologies within the learning and teaching program;
- ensures the provision of adequate and appropriate teaching resources;
- ensures adequate and appropriate facilities and equipment are available to support teaching and learning; and
- liaises with the College Council to develop budgets, improve management disciplines, undertake revenue diversification and ensure financial and risk oversight.

#### **Human resource management**

The Head of College:

- works to provide staff wellbeing support and guidance;
- advertises positions and employs staff;

- allocates faculty; and
- liaises with the Registrar in the preparation of the timetable.

### **Evaluation, assessment and reporting of student learning**

The Head of College:

- ensures that all assessment, both formative and summative, is informed by contemporary practice and is consistent, and equitable; and
- oversees jointly with the Academic Dean the review of student progress.

### **Staff professional development**

Head of College:

- ensures staff undertake appropriate professional development to improve themselves and their ability to perform their role; and
- conducts monthly and annual Key Performance Indicator Review Meetings to support staff in reflective practices, leading to improved outcomes.

### **Safeguarding Children and Young People**

The Society of Jesus and Jesuit College of Spirituality takes child protection seriously, the Head of College is required to meet the behaviour standards outlined in the Code of Conduct. All employees receive a copy of the Code of Conduct as part of their induction.

## Part 2: Selection Criteria

Mandatory Requirements	
<ul style="list-style-type: none"> <li>• A current National Police Record Check</li> <li>• Victorian Working with Children Check</li> <li>• Unrestricted Victorian Driver's Licence</li> </ul>	
Qualifications	
<ul style="list-style-type: none"> <li>• Higher degree in education or related field. (PhD desirable)</li> <li>• A minimum of three years of responsible leadership experiences in management or supervisory positions.</li> <li>• Specialisation in Theology, Spirituality preferred</li> <li>• Tertiary accreditation to lecture at Level B or above (desirable)</li> <li>• Successfully completed a Company Director training course (desirable)</li> </ul>	
Professional Experience	
<ul style="list-style-type: none"> <li>• Knowledge and experience in business, supervision, and management.</li> <li>• Knowledge of the functions, operation, and mission</li> <li>• High level communication skills.</li> <li>• Outstanding interpersonal relationship building and employee coaching and development skills.</li> <li>• Management experience in a team-oriented workplace preferred.</li> <li>• Demonstrated ability to lead and develop a department and department staff members.</li> <li>• Demonstrated knowledge of higher education, budgeting, and accounting principles and practices.</li> <li>• Demonstrated ability to serve as a knowledgeable resource to the organization's management team that provides leadership and direction</li> <li>• Experience in leading multi-disciplinary teams</li> </ul>	<input type="checkbox"/> desirable or <input checked="" type="checkbox"/> mandatory
Key Knowledge Areas	
<ul style="list-style-type: none"> <li>• Excellent computer skills in a Microsoft Windows environment. Must include knowledge of Excel and skills in Moodle. (desirable)</li> <li>• General knowledge of employment laws and practices and employee relations.</li> <li>• Evidence of the ability to practice a high level of confidentiality.</li> <li>• Excellent organisational management skills.</li> <li>• Ensures high quality of engagement of diverse stakeholders and compliance of service and program delivery</li> </ul>	<input type="checkbox"/> desirable or <input checked="" type="checkbox"/> mandatory
Key Person Skills/Abilities	
<ul style="list-style-type: none"> <li>• Ability to drive strategy and manage organisational change;</li> <li>• Demonstrated ability to manage time and be a self-starter;</li> <li>• Positively influences others at all levels of an organisation;</li> </ul>	<input type="checkbox"/> desirable or <input checked="" type="checkbox"/> mandatory

<ul style="list-style-type: none"><li>• Builds effective networks and creates consensus around the best way to deliver College objectives;</li><li>• Drives actions, enables outcomes, and facilitates behaviours that are aligned with the College’s strategic objectives and priorities;</li><li>• Has outstanding people management skills with the ability to motivate and inspire team members to achieve their personal best;</li><li>• Excellent verbal, written and interpersonal communication and listening skills;</li><li>• Possesses a demonstrable ability to execute day-to-day tasks and work independently; and</li><li>• Possesses the ability to prioritise and follow through effectively.</li></ul>	
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Signature: of supervisor

Date: \_\_\_\_\_

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Role number: <<>>  
Date reviewed: <<>>