



POSITION DESCRIPTION

- 1.0 **POSITION LEVEL:** Director
- 2.0 **POSITION TITLE:** Director, Multi-Faith Centre
- 3.0 **REPORTS TO:** Deputy Vice Chancellor and Provost
- 4.0 **SECTION:** N/A
- 5.0 **ELEMENT:** Office of the Deputy Vice Chancellor and Provost
- 6.0 **SUPERVISORY RESPONSIBILITIES:** The position will supervise the Administration Support Officer.
- 7.0 **POSITION OBJECTIVE:**
The Director, Multi-Faith Centre is responsible for the establishment, coordination and evaluation of programs and building partnerships within the University and the wider community.
- 8.0 **KEY ACCOUNTABILITIES:**
- 8.1 Services
 - 8.1.1 responsible for program and event planning, coordination and evaluation
 - 8.1.2 responsible for the promotion of the Centre within the University and wider community
 - 8.1.3 responsible for building effective relationships and work in partnership with groups within the University and wider community
 - 8.2 Representation
 - 8.2.1 represent the Centre to the wider community, including relevant groups and community organisations
 - 8.2.2 represent the Centre at relevant forums and meetings
 - 8.3 Optimise fundraising opportunities as appropriate.
 - 8.4 Contribute to the promotion of religious harmony by providing opportunities for members of different faiths to interact and to co-operate in various endeavours.
 - 8.5 Further the understanding of the role faith and religion play in society from a multidisciplinary perspective.
 - 8.6 Prepare annual budget proposals as required by the Deputy Vice Chancellor and Provost
 - 8.7 Such other duties as may be assigned by the Deputy Vice Chancellor and Provost.
- 9.0 **KEY ATTRIBUTES:**
- 9.1 A successful record in leadership and facilitation skills.
 - 9.2 A thorough knowledge of multi-faith cooperation.
 - 9.3 A demonstrated record of establishing effective partnerships with diverse religious groups.
 - 9.4 Excellent communication and interpersonal skills.

10.0 **POSITION CONTEXT:**

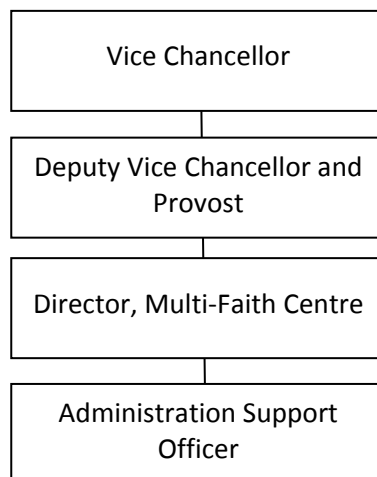
This position reports directly to the Deputy vice Chancellor and Provost.

11.0 **DELEGATIONS:** \$10,000

12.0 **ESSENTIAL SELECTION CRITERIA:**

- 12.1 A thorough knowledge of and commitment to multi-faith cooperation, dialogue and action.
- 12.2 An understanding of a variety of religions and the needs of different religious and cultural groups.
- 12.3 A demonstrated record of establishing effective partnerships with diverse religious groups.
- 12.4 A strong record of project management in a complex and diverse environment.
- 12.5 Professional credibility in the designated area.
- 12.6 A successful record in leadership and facilitation skills.
- 12.7 Excellent communication and interpersonal skills.

13.0 **ORGANISATIONAL CHART:**



14.0 **DATE EFFECTIVE:** July 2010

15.0 **APPROVED BY:** Deputy Vice Chancellor and Provost

16.0 **APPLICATION PROCESS:**

Please ensure your application includes the following:

- **Statements addressing each of the selection criteria**
- One page covering letter outlining your suitability for the role
- Current curriculum vitae/resume which should include:
 - full name, address, telephone number and email address;
 - details of education, professional training and qualifications;
 - employment history, including present position;
 - name and email contact of three referees.

Please note that applications close at 4.30 pm on the closing date.