



PROFESSIONAL SUPERVISION PROGRAM COORDINATOR (0.5 EFT)

The University of Divinity seeks to recruit a Professional Supervision Program Coordinator to commence in December 2020 or January 2021. This new role at the University is a part-time position (0.5 EFT).

APPLICATIONS

Closing date for applications:	5pm on Wednesday 28 October 2020
Applications must include:	A cover letter addressing the selection criteria A curriculum vitae Contact details for three referees
Send applications electronically to:	Anjali Antoniotti University Secretary aantoniotti@divinity.edu.au

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About the University

The University of Divinity is established by the *University of Divinity Act 1910* of the Parliament of Victoria, Australia. The University engages in high quality scholarship and offers a wide range of awards in theology, ministry, spirituality and philosophy. Its students and graduates report some of the highest levels of satisfaction in Australian higher education, and the University's research has been consistently ranked at world standard for the last decade.

The University of Divinity is a collegiate institution with ten Colleges located in Melbourne, Adelaide and Sydney, each one a distinct learning community, resourced by over thirty partners from eight Christian denominations, giving the University an extraordinarily ecumenical constitution. The University is resourced by the Office of the Vice-Chancellor, the School of Graduate Research and other entities.

The University's Vision is that

Together we empower our learning community to address the issues of the contemporary world through critical engagement with Christian theological traditions.

For more information please see www.divinity.edu.au.

About the Professional Supervision Program

The Professional Supervision Program is an initiative that has been developed as part of the University's Strategic Goal *Changing Culture: Responding to the Royal Commission*. In particular it responds to and facilitates the recommendation, "Each religious institution should ensure that all people in religious or pastoral ministry, including religious leaders, have professional supervision with a trained professional or pastoral supervisor who has a degree of independence from the institution within which the person is in ministry." (*Royal Commission into Institutional Responses to Child Sexual Abuse, Recommendation 16.45*).

From 2021, two new Professional Supervision awards will be offered in a single program across the whole University:

- Graduate Certificate in Professional Supervision
- Graduate Diploma in Professional Supervision

The Program engages with the major Christian traditions and will serve a substantial, diverse cohort of students. As well as providing dynamic peer-to-peer learning, this will support formation of supervisors who understand denominational interests across a wide range of traditions and who are able to provide the independence recommended by the Royal Commission.

These awards are for a wide range of people in the helping professions to develop or extend their skills by equipping them to provide supervision to individuals or groups working in areas such as ministry, health, education, chaplaincy and leadership. These awards teach a range of supervisory models and have reflective practice as a core component including theological reflection. It is envisaged there will be students from around Australia and New Zealand including regional and remote areas and in 2021 the awards will be delivered online.

The Professional Supervision Awards are delivered directly by the University which employs external teaching staff and sub-contracts them from the University's Colleges. Students enrol directly with the University. Administration of the Professional Supervision Program will be supported by the Office of the Vice-Chancellor.

POSITION DESCRIPTION: PROFESSIONAL SUPERVISION PROGRAM COORDINATOR

The Professional Supervision Program Coordinator coordinates and contributes to the delivery of the component units of the Graduate Certificate in Professional Supervision and the Graduate Diploma in Professional Supervision. The Professional Supervision Program Coordinator leads a teaching team for the awards and is expected to teach a component or guide experiential learning in each unit. As the program grows, the Professional Supervision Program Coordinator may produce or facilitate research in the area. The Professional Supervision Program Coordinator works with a Professional Supervision Program Committee that is responsible for the academic quality and strategic effectiveness of the Program.

1. Key responsibilities

- 1.1 Coordinate and implement delivery of the Professional Supervision Program
- 1.2 Advocate for and promote the University's Professional Supervision Program to prospective students, ecclesial partners, and the wider community
- 1.3 Liaise with prospective students and be the primary point of contact for students enrolled in the Professional Supervision Program
- 1.4 Oversee the processes of application, admission re-enrolment, progress and completion for all students enrolled in the University's Professional Supervision awards
- 1.5 Develop, prepare and deliver resources and other support material for students and graduates of the University's Professional Supervision Program
- 1.6 Support and be guided by the Professional Supervision Program Committee in its oversight of the Professional Supervision Program
- 1.7 Liaise with and coordinate staff teaching for the Professional Supervision Program
- 1.8 Develop strategies to engage the Colleges in delivery and promotion of the Professional Supervision Program
- 1.9 Uphold the University's commitment to exemplifying and teaching best practice in safeguarding and professional standards

2. Key working relationships

The Professional Supervision Program Coordinator

- a) reports to the Vice-Chancellor or delegate
- b) works closely with the Professional Supervision Program Committee
- c) works with academic staff engaged to teach the Professional Supervision Program
- d) liaises with staff in the Colleges, the Library Hub and the Office of the Vice-Chancellor as required for the effective operation of the Professional Supervision Program

3. Selection Criteria

- 3.1 Academic qualifications in theology and in professional supervision or an allied discipline, with a PhD or equivalent being desirable

- 3.2 Experience as a professional supervisor or pastoral supervisor or equivalent and experience as a supervisee
- 3.3 Experience as a leader or a significant team member within a University or similar environment
- 3.4 Capacity to coordinate delivery of the Professional Supervision Program demonstrated by experience in the management of academic programs or similar
- 3.5 Experience in teaching including working online and delivering online content
- 3.6 Capacity to engage with the University's vision for the Professional Supervision Program demonstrated in the ability to develop and implement goals and to inspire others
- 3.7 Strong interpersonal skills demonstrated in the ability to work well with a diverse range of people
- 3.8 Excellent organisational and time management skills demonstrated in the ability to set priorities, meet due dates, and work collaboratively
- 3.9 Ability to exercise academic and professional judgment
- 3.10 Outstanding oral and written communication skills

4. Terms and conditions

The position of Professional Supervision Program Coordinator is a three-year appointment subject to satisfactory performance. It is a 0.5 EFT position. Salary level is subject to the qualifications and experience of the successful candidate.