

Business Unit	St Francis College
Commission	Ministry Education Commission
Location Details	St Francis College, Milton
Employment Status	Permanent Part Time
Industrial Instrument/Level	Higher Education Industry - General Staff - Award 2020
Reports To	Principal, St Francis College
Direct Reports	Nil
Key Relationships	<p><i>Internal:</i> Principal/Executive Director of the MEC, Academic Dean, Research Co-ordinator, St Francis College Faculty and other MEC employees, St Francis College students, Director of Formation, Clergy and Parishes, ACSQ employees.</p> <p><i>The University of Divinity:</i> Student Services Manager, Dean of Academic Programs, employees of the Office of the Vice-Chancellor (OVC), Registrars of the other UD Colleges, Deans and Registrars of the Schools of the University of Divinity (Graduate Research, Indigenous Studies, and Professional Practice).</p> <p><i>External:</i> Alumni, student enquirers.</p>

Who We Are

The Anglican Church Southern Queensland (ACSQ) is one of 23 Dioceses that form the Anglican Church of Australia. The Diocese works to care for and improve the life of the community through our network of parishes, schools, community services, ministry education, and social justice and advocacy. We operate 134 parishes, 14 schools, a theological college and a significant number of residential community and social service programs.

St Francis College is the theological college for the ACSQ located in Milton, Brisbane. As a member college of the University of Divinity, St Francis College offers degrees in Theology and Divinity at both undergraduate and post-graduate levels and opportunities for higher research degrees. Students participating in the Ordination Formation Program based at St Francis College enrol in the academic programs of St Francis College.

Position Purpose

The primary responsibility of the Registrar - St Francis College is to provide administrative support to all aspects of the relationship between students and employees of the College and of the University of Divinity. This involves working closely with both the Student Services Manager at the University of Divinity and the Academic Dean, Principal and Research Co-ordinator of St Francis College to ensure the best outcomes for students.

The Registrar plays a leading role in supporting the student journey from enquiry, through application, admission, and enrolment each year to managing graduation processes in liaison with the Office of the Vice-Chancellor. This involves being or becoming an accredited course advisor and providing information to students about entry requirements, application documents and the availability of support services to students (as required by the Higher Education Standards Framework).

The Registrar reports to the Executive Director of the Ministry Education Commission of the Anglican Church Southern Queensland. As a member of that team, the successful candidate works in accordance with the values and ethos of the Anglican Church Southern Queensland (ACSQ), and the ACSQ Code of Conduct and supports the operations of the Church through the MEC.

Key Responsibilities

- Support the enrolment of students by implementing policies, processes and programs aligned with excellence in teaching and learning
- Facilitate the student admissions to courses and enrolments in units of study each semester
- Assist students and employees with access to and use of the university systems
- Provide information to students on availability of support services, particularly as per the requirements of the Higher Education Standards Framework (HESF)
- Schedule units in the Unit Management System (UMS), and support users of the Learning Management System
- Perform specific responsibilities as outlined in various policies such as recording extensions as per the Assessment Policy, and ensuring students have information about and access to reasonable support services as outlined in the Inclusion Policy
- Maintain student records of enrolments status and academic results, including student records from the Brisbane College of Theology
- Maintain confidentiality, including but not limited to information relating to students, employees of the College and ACSQ
- Undertake regular training and professional development as required.

General

- Achieve individual objectives and contribute to the achievement of team and organisational objectives in a manner that is consistent with the mission, vision and values of ACSQ
- Work in accordance with the values and ethos of the Anglican Church and the Code of Conduct, supporting the operations of the Church
- Undertake work in a safe manner and follow any reasonable health and safety instructions
- Comply with ACSQ policies and procedures.

Key Position Requirements

Essential Knowledge, Skills, Experience and Qualifications

- Demonstrated experience in academic administration, with a thorough understanding of the tertiary education sector.
- Understanding of recent developments in the theological and general tertiary education sectors nationally and internationally.
- Well-developed oral and written communication skills, including experience developing and maintaining policies and procedures to support student success at a tertiary level.
- Proven ability to deal with people in a respectful, sensitive, and proficient manner.
- Strong organisational skills with the demonstrated ability to prioritise competing tasks, work with limited supervision and supervise others.
- Well-developed computer literacy in the Microsoft Office suite, Student Management Systems, Learning Management Systems (preferably Moodle), and Unit Management Systems.
- High level of accuracy and attention to detail in data entry.

Desirable

- Bachelor Degree in relevant field (eg. Theology, Humanities, Social Sciences, Counselling)

Mandatory Requirements

- Satisfactory National Police Check
- Working with Children Suitability (Blue) Card

ACSQ Purpose

Our Vision

Flourishing faith communities: proclaiming and serving, worshipping and learning

Our Mission

The Mission of the Church is the Mission of Christ – to proclaim the good news of the kingdom of God.

- To teach, baptise and nurture new believers;
- To respond to human need by loving service;
- To seek to transform unjust structures of society, to challenge violence of every kind and pursue peace and reconciliation;
- To strive to safeguard the integrity of creation and sustain and renew the life of the earth;
- To worship and celebrate the grace of God;
- And to live as one holy Catholic and apostolic Church.

Our Values

We aim to be:

- ***Faithful*** – steadfast in love for God and each other and steadfast in purpose to undertake God's mission
- ***Imaginative and creative*** – being intentional about reforming culture and traditions for God's world
- ***Courageous*** – to risk new things and where necessary to make bold decisions
- ***Authentic*** – being genuine and confident in living and speaking about what we believe as followers of Christ
- ***Comprehensive*** – being welcoming and respectful of a broad range of ideas, people, and approaches, and open to and dialogue and learning