

Executive Officer – ANZATS and Council of Deans of Theology Position Description

POSITION DESCRIPTION

Position:	Executive Officer (0.2 FTE) fixed-term position from 1 January 2021 – 31 December 2023
Reporting to:	The President of ANZATS and the Chair of the CDT
Directly Supervising:	n/a
Salary:	\$16,000 pa + 9.5% superannuation + 17.5% leave loading The Executive Officer is entitled to four weeks' annual leave and 10 days personal leave per year (pro rata). Unspent annual leave may be paid out on termination of employment. Unspent personal leave may not be paid out on termination of employment.
Contact:	Professor Mark Lindsay (ANZATS) mlindsay@trinity.edu.au Professor Peter Sherlock (CDT) vc@divinity.edu.au
Date:	6 October 2020

POSITION SUMMARY

The Executive Officer is a 0.2 FTE role that provides administrative support for the Australian and New Zealand Association of Theological Schools Ltd (ANZATS), and the Council of Deans of Theology (CDT), and is funded jointly by both bodies. For more information see:

www.anzats.edu.au

www.cdt.edu.au

The Executive Officer is responsible for ensuring the timely implementation of decisions of both the ANZATS Council and the CDT and for supporting special projects sponsored by them.

The Executive Officer works closely with and reports to the ANZATS President and the Chair of the CDT, and is required to draw on a variety of skill-sets – from project management and compliance requirements to preparation of agenda papers, budgets, financial reports and submissions, as well as the facilitation of communication across members. As such, the Executive Officer is a critical role in the development and promotion of theological higher education in Australia and New Zealand.

SELECTION CRITERIA

1. A degree in theology or a related discipline
2. Knowledge of the theological higher education sector in Australia and/or New Zealand
3. Experience in administration
4. Demonstrated capacity to work independently under broad direction
5. Strong organisation and time management skills, with the ability to prioritise competing demands and tasks in order to meet deadlines
6. Strong written and verbal communication skills, including social media facility
7. Demonstrated capacity to manage stakeholder relationships

KEY RESPONSIBILITIES

1. Maintain all necessary registrations of ANZATS and the CDT
2. Be the first point-of-contact for external enquiries to ANZATS and/or the CDT
3. Assist the CDT and/or ANZATS in the preparation of timely and accurate submissions to relevant reviews and discussion papers from the Government, and Higher Education sector agencies.
4. Support projects initiated by ANZATS and/or the CDT
5. Facilitate communication between the ANZATS Council/Executive, and CDT.

For ANZATS:

6. Provide secretarial support for all meetings of the ANZATS Council and Executive (usually 2-3 annually), and for the Annual General Meeting
7. Collect and record annual subscriptions from individual and institutional members
8. Facilitate communication between members, by:
 - email circulation of the newsletter
 - maintaining currency of the ANZATS website
9. Be first point-of-contact between ANZATS and the Editor of *Colloquium*
10. Manage ANZATS finances, under the supervision of the ANZATS Treasurer, and prepare the annual audited report
11. Maintain registrations with ACNC, and other associated activities
12. Provide advisory support to local ANZATS conference organising committees
13. Maintain an active social media presence (Facebook, Twitter) for ANZATS

For CDT:

14. Provide secretarial support for all meetings of the CDT (usually 2-3 annually)
15. Collect and record annual subscriptions from members and maintain current membership records
16. Manage CDT finances, under the supervision of the CDT Treasurer, and prepare the quarterly financial reports
17. Maintain currency of the CDT website
18. Facilitate communication between members

ANZATS

The Australian and New Zealand Association of Theological Schools Ltd was formed in 1968, to provide a forum in which colleges, seminaries, and other institutions of post-secondary theological education could discuss issues of common concern, together discern models of best practice, and collaboratively promote theological research and education throughout the region. Its membership includes theological colleges and seminaries of the Christian churches in Australia and New Zealand, theology and religious studies programs in public universities, as well as individuals. ANZATS owns the international peer-reviewed journal *Colloquium*, which is published in May and November each year. The Australian and New Zealand Association of Theological Schools Limited is governed by a Constitution, and is registered with the Australian Securities and Investment Commission (ASIC) as a public company limited by guarantee. A copy of the Constitution is available to [view here](#).

The objectives of ANZATS are:

1. to provide a meeting ground where the goals of and challenges facing theological schools, especially those in Australia and New Zealand, may be studied, and to provide facilities for Member Institutions to confer concerning all matters of common interest; and
2. to help Member Institutions keep theological education relevant to changing ecclesial, educational, social and governmental contexts, and to make representations to governments, churches and other bodies regarding theological education; and
3. to recommend standards and to maintain a list of Member Institutions on the basis of such standards; and to arrange for such other affiliations or connections as will assist in promoting theological studies and research; and
4. to facilitate the development of the faculty of Member Institutions, including through the provision of regular conferences, the creation and support of state-level chapters, and by encouraging forums for networking across the theology sector; and
5. to facilitate the most efficient use of the resources for theological education available; and
6. to promote continuous quality improvement in theological education.

COUNCIL OF DEANS OF THEOLOGY

The Council of Deans of Theology was founded in 1996. Membership is open to any Australian Higher Education Provider (as defined by s.16 of the *Higher Education Support Act (2003)*) which teaches theology (meaning the discipline of 'Christian Studies' according to the Australian Standard Classification of Education 2001 (ASCED code 091703)).

The Council of Deans of Theology, as an association of deans and chief executive officers, aims to foster and facilitate cooperative effort and mutual understanding among member institutions, between them and the churches, and the larger society they serve. More specifically, it strives to:

- encourage and enhance quality learning and teaching, research and research training in a spirit of academic freedom within member institutions;
- act as a representative body for the sector in relating to federal and state governments, to the churches, to higher education institutions, and to other relevant organisations or associations;
- develop and maintain standards in theological education across the sector by promoting and disseminating best practice in areas of quality assurance, governance and risk management;
- facilitate benchmarking in the areas of academic quality assurance, course and policy development, and learning and teaching standards and outcomes;
- act as an external adviser in processes of course, policy and institutional review and development; and
- engage in other activities as the Council deems necessary.