



## POSITION DESCRIPTION

<b>Position Title</b>	Executive Lead of Lutheran Ethos & Identity
<b>Department/Function</b>	Executive
<b>Location</b>	Lutheran Services Support Centre - Milton
<b>Reports To (Position)</b>	Chief Executive Officer
<b>Positions Reporting to this Position</b>	Lutheran Services Chaplains (matrix leadership with Aged Care Service Managers) and additional resources as appropriate
<b>Last Updated</b>	September 2020

<b>Main Purpose/ Primary Objective</b>	The Executive Lead of Lutheran Ethos & Identity is responsible for the executive coordination of all Lutheran Services pastoral care programs. It provides expert advice to the CEO and Council of Lutheran Services on theological matters, ethics and pastoral care. This role is a member of the Executive Team for the formation, delivery and monitoring of strategic programs and service outcomes.
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<b>Key Accountabilities/Key Result Area</b>
<p><b>Cultural Capability of Lutheran Services' leadership</b></p> <ul style="list-style-type: none"><li>• Lead and contribute to delivery of initiatives around the development of Lutheran cultural awareness and capability of all senior staff in Lutheran Services</li><li>• Implement specific operational tasks that will achieve the Lutheran Services strategic goals around preparing the services to support the Lutheran ethos</li><li>• Support the service and program leaders in strengthening Lutheran identity and the promotion and take up of meaningful cultural practices.</li></ul> <p><b>Service Chaplaincy</b></p> <ul style="list-style-type: none"><li>• Provide general coordination, guidance and pastoral support for ordained and lay Lutheran Service chaplains</li><li>• Coordinate the development and implementation of a service plan for Lutheran Services pastoral care and chaplaincy services (including hospital chaplaincy), in consultation with relevant stakeholders</li><li>• Assistance with, and participation in the call process for Lutheran Services pastoral care and chaplaincy services</li><li>• Assist with the induction and orientation of new Chaplains and Chaplaincy team members</li><li>• Coordinating meetings of the relevant groups engaged in Lutheran Services chaplaincy and pastoral care</li><li>• Support Chaplains with guidance and resources as required</li><li>• Guide and support all Chaplains to have an active mentoring arrangements and networking opportunities</li></ul>



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- Encourage Lutheran Service Chaplains to work collaboratively across and within all sites and LCAQD programs.

### Communication

- Facilitate effective communication and information exchange between and among chaplains, Lutheran Services sites and programs
- Provide theological advice to the preparation of external communications issued by Lutheran Services as required
- Facilitate online learning groups and communities of practice for Chaplains and others leading pastoral care.

### Program and Project Management

- Assess spiritual formation, theological and ethics research and trends, inform and promote strategic organisational responses
- Collaborate with operational teams to ensure Lutheran theology, values and ethos are implemented in all that Lutheran Services does
- Research and draft reports, position statements, policy documents as required
- Assist in the planning, delivery and evaluation of LCAQD Ministry Conferences
- Engage in relevant LCA national research initiatives
- Build alliances and connections with other educational institutions for mutual benefit.

### General

- Maintain a high degree of currency regarding Identity Formation, Theology, Ethics and Chaplaincy; trends, research (e.g. through professional associations, conference attendance)
- Actively contribute to the Executive Leadership Team of the Lutheran Services
- Provide informed advice to the CEO, Council of Lutheran Services on matters of Identity Formation, Theology, Ethics and Chaplaincy
- Promote the ministry and the mission of the Lutheran Church of Australia Queensland District (LCAQD)and;
- Work collaboratively with other agencies of LCAQD

### Key Relationships/ Interactions

Reports to the Chief Executive Officer. Works collaboratively with Executive Leads – Service Operations, People, Culture & Development, Finance & Information Technology, Governance, Risk & Compliance, Development & Infrastructure and Marketing & Communications.



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<b>Position Requirements (Knowledge and Experience)</b>	<p><b>Educational / Vocational Qualifications</b></p> <ul style="list-style-type: none"><li>• Ordained Lutheran Pastor (BTheol &amp; BMin or equivalent) and (or)</li><li>• Graduate or post-graduate theological qualifications appropriate to the role</li><li>• Additional healthcare, human services, education or business administration qualifications will be highly regarded</li></ul> <p><b>Communication Skills</b></p> <ul style="list-style-type: none"><li>• Demonstrated executive skills in program design, delivery and evaluation</li><li>• Excellent communication and interpersonal skills</li><li>• Demonstrated understanding of, or proven experience in, ethics, research methods and practice</li><li>• Demonstrated ability to lead teams including the leadership of meetings, planning and mentoring</li></ul> <p><b>Ethos</b></p> <ul style="list-style-type: none"><li>• Model servant leadership displaying a passion for the Gospel</li><li>• A member of the Lutheran Church</li><li>• An understanding and commitment to the ministry and mission of the Lutheran Church</li><li>• A team player, with a strong commitment to support and contribute to team effectiveness.</li></ul> <p><b>Experience</b></p> <ul style="list-style-type: none"><li>• Proven leadership experience in aged care and human service organisations and/or school systems</li><li>• Demonstrated experience in the effective implementation of staff spiritual formation programs and initiatives</li><li>• Applying spiritual formation and ethics to organisational settings</li><li>• Demonstrated experience in effectively facilitating organisational improvement projects, particularly in the area of Chaplaincy and (or) Pastoral Practices.</li></ul> <p><b>Knowledge</b></p> <ul style="list-style-type: none"><li>• An understanding of current and emerging aged care and community service policy and practice (including NDIS, Aged Care Quality Standards)</li><li>• An understanding of contemporary executive leadership and organisational cultural change</li><li>• Proven understanding of Lutheran theology and its implications for policy, initiatives and behaviour in agencies of the Church.</li></ul>
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	<p>A current Australian driver's license, Australian national police clearance certificate, working with children check (blue card) and an application for criminal history screening (yellow card) exemption are required.</p> <p>You may be required to provide information in relation to pre-existing medical conditions or injuries relevant to this position and submit to a pre-employment medical.</p>
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<b>Position Dimensions (only if applicable to position)</b>	Lutheran Services provides aged care to 11 sites and 7 community services sites in South East Queensland. Currently Lutheran Services Chaplaincy Services are provided to 9 aged care residential communities.
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<b>Culture</b>	<p>At Lutheran Services we promote a culture that supports high and ethical performance. Our leadership team, believes a high performance culture that is characterised by:</p> <ul style="list-style-type: none"><li>• a learning and growing environment</li><li>• a high achievement orientation</li><li>• a sharing environment - information, resources, ideas and goodwill</li><li>• commitment to being the best we can be</li><li>• humility, fairness and openness in how we go about our work.</li></ul> <p>All within the context of acting in the best interests of Lutheran Services, and working in accordance with our Values.</p>
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**We certify that the content of this position description is accurate:**

<b>Incumbent's Signature</b>	Date	/	/
<b>Manager's Signature</b>	Date	/	/

NOTE: This position statement is not intended to be all-inclusive. Employees may perform other related duties as negotiated to meet the ongoing needs of the organisation.