

POSITION DESCRIPTION

Position Title	Institute Manager		
Organisational Unit	Faculty of Theology and Philosophy		
Functional Unit	Institute of Religion and Critical Inquiry		
Nominated Supervisor	Director, Institute of Religion and Critical Inquiry		
Higher Education Worker (HEW) Level	HEW 8	Campus/Location	Melbourne (St Patrick's)
CDF Achievement Level	2 Management (Line)	Work Area Position Code	11585
Employment Type	Full-time, Continuing	Date reviewed	April 2017

ABOUT AUSTRALIAN CATHOLIC UNIVERSITY

Mission Statement: *Within the Catholic intellectual tradition and acting in Truth and Love, Australian Catholic University is committed to the pursuit of knowledge, the dignity of the human person and the common good.*

Australian Catholic University (ACU) is both a Catholic University and a public institution within the Australian higher education sector. ACU is an inclusive community which welcomes students and staff of all beliefs. The University is committed to a strong Catholic ethos and seeks to foster and promote teaching and learning, research and scholarship, and community engagement in the Christian tradition. As valued members of our community, all staff members are expected to have an understanding of ACU's [Mission](#) and values and to demonstrate an active contribution to them.

The University shares with universities worldwide a commitment to quality in teaching, research and service. It aspires to be a community characterised by free enquiry and academic integrity.

The University chooses to focus on areas of teaching and research that are closely connected with its particular character as a University that is Catholic, public and national. The focus areas are Theology and Philosophy, Health, Education, and the Common Good and Social Justice.

ACU has over 2,500 staff supporting more than 34,000 students across seven campuses – Adelaide, Ballarat, Brisbane, Canberra, Melbourne, North Sydney and Strathfield.

The structure to support this complex and national University consists of:

- Provost
- Chief Operating Officer & Deputy Vice-Chancellor
- Deputy Vice-Chancellor, Research
- Deputy Vice-Chancellor, Students, Learning and Teaching

Each portfolio consists of a number of Faculties, Research Institutes or Directorates. The Directorate of Identity and Mission drives both the Identity and the [Mission](#) of the University. In addition, five Associate Vice-Chancellors and Campus Deans focus on the University's local presence and development of the University at the local 'campus' level.

The University pursues performance excellence and offers an environment where staff are valued and rewarded. Staff are expected to demonstrate a commitment to continuous improvement and to participate fully in resolving issues to achieve and maintain quality standards relevant to role. Further information about a career with ACU is available at www.acu.edu.au.

ACU is committed to diversity and social inclusion in its employment practices. Applications from Aboriginal and Torres Strait Islander people, people with disabilities and people from culturally diverse groups are encouraged.

ABOUT THE INSTITUTE OF RELIGION AND CRITICAL INQUIRY

The IRCI is a Research Institute which aims to promote interdisciplinary and collaborative research on religion internationally. The Institute brings together scholars from multiple disciplinary perspectives including philosophy, theology, history, and literature. Established in 2014 to advance the University's strategic goal of making ACU Australia's leading institution for religious and philosophical studies, it comprises four research centres: the Centre for Biblical and Early Christian Studies; the Centre for Catholic Thought and Practice; the Centre for Philosophy, Religion, and Culture; and the Centre for Moral Philosophy and Applied Ethics. It also houses the Julfa Cemetery Digital Repatriation Project, a significant cultural preservation initiative at the cutting edge of digital humanities research.

POSITION PURPOSE

The Institute Manager is responsible for providing leadership and management across administrative and research functions of the Institute. The role is responsible for undertaking strategic, financial and compliance management in collaboration with the Institute Director and Institute Leadership Team to fulfil the Institute's research strategy and contribute to ACU's research mission.

POSITION RESPONSIBILITIES

Introduction

A number of frameworks and standards express the University's expectations of the conduct, capability, participation and contribution of staff. These are listed below:

- ACU Strategic Plan 2015-2020
- Catholic Identity and Mission
- ACU Capability Development Framework
- Higher Education Standards Framework
- ACU Service Principles
- ACU Staff Enterprise Agreement including provisions in relation to Performance Excellence

The [Capability Development Framework](#) in particular is important in understanding the core competencies needed in all ACU staff to achieve the University's strategy and supports its mission.

Key responsibilities

Key responsibilities specific to this position	Relevant Core Competences (Capability Development Framework)	Scope of contribution to the University			
		Within the work unit or team	School or Campus	Faculty or Directorate	Across the University
Responsible for the overall financial management and administrative operations of the Institute's strategic initiatives and research plan including monitoring, and forecasting of operational and research budgets, managing operational aspects of partnerships and staffing resources; and ensuring the Institute's compliance with budget requirements.	<ul style="list-style-type: none"> • Apply Commercial Acumen • Be Responsible and Accountable for Achieving Excellence 	✓		✓	

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<p>Responsible for overseeing the efficient operation of the Institute's HDR program to ensure the Institute attracts and graduates high quality HDR students to the Institute's areas of strength. This includes:</p> <ul style="list-style-type: none"> ensuring administrative processes are adhered to; and reporting on student related matters e.g. progress, completions and enrolment data, are reported in a timely and accurate way, as required. 	<ul style="list-style-type: none"> Apply Commercial Acumen Know ACU Work Processes and Systems 	✓			
<p>Manage the Institute's governance structures and research program including:</p> <ul style="list-style-type: none"> Chairing/supporting Committees; devising and managing strategic initiatives to support the growth and achievement of the Institute's research plan; and Provide leadership, input and timely updates on the progress and reporting of all of the Institute's research program initiatives, partnerships including Grants, HDR, Publications, and Institute Administration. 	<ul style="list-style-type: none"> Adapt to and Lead Change Communicate with Impact Make Informed Decisions 	✓		✓	
<p>Provide an effective communication, management, collaboration and liaison point between existing and potential partners, the Faculty, the Office of Deputy Vice-Chancellor Research, the University's Research Office and other relevant persons, to facilitate the exchange of information.</p>	<ul style="list-style-type: none"> Deliver Stakeholder Centric Service Communicate with Impact 	✓		✓	
<p>Recruit, and manage all research professional staff to ensure and ensure training and ethics compliance is provided. Support the management and coordination of recruitment processes for academic staff and maintain compliance with ACU policies and procedures.</p>	<ul style="list-style-type: none"> Coach and Develop Know ACU Work Processes and Systems 	✓			

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Responsible for continuous development and implement procedural improvements, including records management compliance and ACU Policy/procedure compliance and implementation, in the areas of Grants, HDR, Publications, and governance in consultation with the Office of the Deputy Vice Chancellor Research.	<ul style="list-style-type: none"> Apply Commercial Acumen Be Responsible and Accountable for Achieving Excellence Make Informed Decisions 	✓		✓	
<p>Manage the coordination and delivery of a range of research events aimed at promoting the research and services of the Institute. Responsibilities includes:</p> <ul style="list-style-type: none"> Developing materials for a range of communication mediums such as web pages, social media and formal publications; , coordinating and preparing ACU Annual reports, Institute Performance Data, Research Infrastructure Funding requests, and reporting to internal and external stakeholders as required. 	<ul style="list-style-type: none"> Apply Commercial Acumen Communicate with Impact Be Responsible and Accountable for Achieving Excellence 	✓			
Establish and review policies, protocols and processes to support the effective operation of the Institute.	<ul style="list-style-type: none"> Adapt to and Lead Change Communicate with Impact Know ACU Work Processes and Systems 	✓		✓	

HOW THE ROLE OPERATES

Key Challenges and Problem Solving

- Responsible for managing and influencing Institute staff that do not come under their direct control to ensure universal compliance with reporting and other compliance requirements and alignment with Institute strategic objectives.
- Build a culture of service and continuous improvement and regularly review the effectiveness and quality of service, seeking feedback from stakeholders and recommend enhancements.
- Contribute to the management of partnerships, whilst managing compliance and operational requirements to support the Institute.
- Effectively balance the need to work proactively and autonomously with ensuring priorities are aligned with the requirements of the Director and Institute.

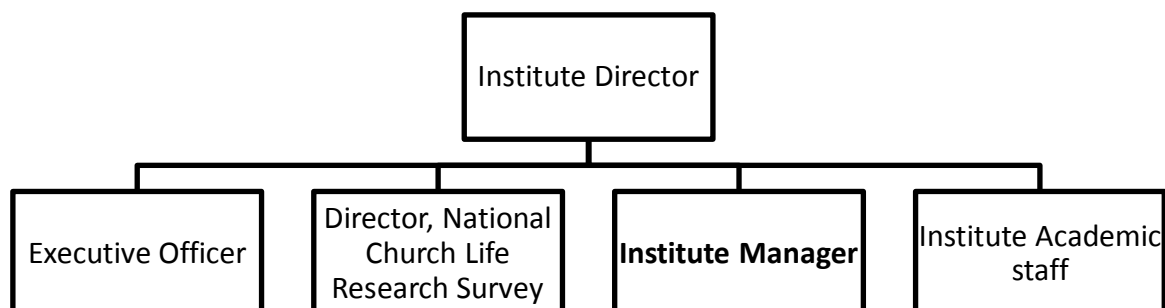
Decision Making / Authority to Act

- This role has substantial autonomy in the management of support and administrative services and must act with independence and initiative within agreed parameters to ensure the efficient operation of the Institute.
- The position holder develops and implements processes across the Institute to ensure compliance and budget requirements are met.

Communication / Working Relationships

- The position holder communicates with Institute staff and HDR students to manage administrative services and support.
- The position holder works collaboratively with staff in the Faculty, Office of the DVC Research, Marketing and Communications and Finance to liaise on research policy, reporting, marketing, event management and financial matters.
- The position holder communicates with external stakeholders and industry partners to manage research projects and partnerships and develop strong working relationships for optimum collaboration.

Reporting Relationships



For further information about structure of the University refer to the [organisation chart](#).

SELECTION CRITERIA

Qualifications, skills, knowledge and experience

1.	Postgraduate qualifications in management, accounting, or an administrative discipline.
2.	Demonstrated experience in research management in a higher education institution or a complex research organisation.
3.	Demonstrated successful track record of managing the financial and operational activities of research projects (internally and externally funded) from inception to completion.
4.	Demonstrated high level negotiation skills and the ability to communicate effectively with existing and potential stakeholders including an understanding of Intellectual Property issues and research contractual obligations.
5.	Demonstrated high level financial management ability, including budget development, management, monitoring, and reporting.
6.	Capability to undertake risk management and actively support and participate in the risk management processes adopted by the University which include identifying, analysing and evaluating risks that may impact on the University.

Core Competencies (as per the [Capability Development Framework](#))

7.	Demonstrate confidence and courage in achieving ACU's Mission, Vision and Values by connecting the purpose of one's work to ACU's Mission, Vision and Values.
8.	Demonstrated ability to communicate effectively with staff at all levels, including stakeholders external to the organisation, to provide an excellent client service and meet organisational objectives.
9.	An ability to coach and develop staff, set clear expectations for performance and encourage others to share skills and knowledge to build a culture of learning and improvement.

10.	Demonstrated ability to plan work activity, work under pressure and prioritise time and resources using established processes and technology to achieve optimum efficiency and effectiveness.
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Other attributes

11.	Demonstrated commitment to cultural diversity and ethical practice principles and demonstrated knowledge of equal employment opportunity and workplace health and safety, appropriate to the level of the appointment.
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