POSITION DESCRIPTION

Position Title	Portfolio Coordinator		
Organisational Unit	Deputy Vice-Chancellor Research		
Functional Unit	Office of the Deputy Vice-Chancellor Research		
Nominated Supervisor	Research Executive Advisor		
Higher Education Worker (HEW) Level	HEW Level 8	Campus/Location	North Sydney
CDF Achievement Level	2 Management (Line)	Work Area Position Code	14108
Employment Type	Full-time, Continuing	Date reviewed	May 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 OFFICE OF THE DEPUTY VICE-CHANCELLOR RESEARCH

The Deputy Vice-Chancellor (Research) portfolio, headed by the Deputy Vice-Chancellor (Research), is responsible for management of the University's research strategy, policies, governance, organisational reporting, research-related committees, and research activity undertaken by the faculties, schools, and research Institutes.

The Office of the Deputy Vice-Chancellor, Research, collaborates with the faculties in implementing the strategic research direction of the University and provides the financial and administrative framework to support research excellence. This includes supporting researchers in the submission of external grant applications and research ethics approvals, and through research training workshops including HDR supervisor training. The financial and administrative functions aim to foster excellence in research and raise the research profile of the University.

POSITION PURPOSE

The Portfolio Coordinator provides high level support and advice to the Executive team and Research Executive Advisor, and oversees the development and implementation of processes associated with strategic initiatives of the Office of the Deputy Vice-Chancellor Research. The position also manages the administrative and day to day operations of the Office of the Deputy Vice Chancellor Research to support the delivery of organisational goals and associated reporting.

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 ✔
Prepare advice for the ODVCR executive team on a range of matters pertaining to the portfolio's strategic initiatives, including reporting on the research performance of identified areas of the University and international ranking data to support the strategic planning and decision making of the portfolio.	• Be Responsible and Accountable for Achieving Excellence	✔			

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 ✓
Research and prepare a range of reports and strategic documents for various internal and external stakeholders, including overall review and evaluation of initiatives underway in the ODVCR.	• Be Responsible and Accountable for Achieving Excellence	✓			
Conduct benchmarking and other research activities to support and to contribute to the strategic direction of the organisational unit. This includes analysis, preparation of reports, and making and implementing recommendations to improve the University's research activities, services and outcomes.	• Apply Commercial Acumen • Be Responsible and Accountable for Achieving Excellence	✓			
Monitor and maintain the team's annual budget, ensuring accuracy and proper documentation. Responsibilities include: • Code and arrange approval of invoices for payment; • Prepare monthly budget reports to support reconciliation and reporting; • Reconcile the Research Executive Advisor's expense accounts; and • Monitor special project budgets.	• Know ACU Work Processes and Systems				
Manage strategic projects and propose new initiatives and changes to contribute to the development of the portfolio. This includes preparation of project documentation, gathering data, and project management including associated communications. Projects are delivered on time and within budget and stakeholders are kept informed of project status and achievements.	• Collaborate Effectively • Be Responsible and Accountable for Achieving Excellence	✓			
Develop and implement processes and systems ensuring alignment with existing policies and systems. Conduct reviews to ensure the effectiveness of the organisational area on an ongoing basis.	• Collaborate Effectively • Know ACU Work Processes and Systems • Coach and Develop	✓			
Conduct research and analysis exercises of issues relating to research in the higher education sector, and prepare policy recommendations in response to changing internal and/or external requirements.	• Apply Commercial Acumen • Make Informed Decisions				

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 ✔
Other duties as assigned by the Deputy Vice-Chancellor Research, Pro Vice-Chancellor, or Research Executive Advisor to support the delivery of research and organisational goals.	• Know ACU Work Processes and Systems	✔			

HOW THE ROLE OPERATES

Key Challenges and Problem Solving

Develop strong collaborative relationships across the portfolio and with stakeholders across the University to facilitate the work of the ODVCR.

Develop and implement processes and strategies to deliver high level results in a timely manner to support Executive leaders of the portfolio.

Maintain awareness of internal and external requirements regarding research activities as well as issues affecting research and the sector.

Manage multiple priorities associated with research projects, initiative and change to achieve strategic objectives and identified outcomes.

Decision Making / Authority to Act

- The position holder has substantial autonomy in the day-to-day management of administrative services and implementation of strategic initiatives within and across the DVCR portfolio.

- Under broad direction, the position holder addresses complex problems using initiative and judgement to achieve outcomes.

- The position holder has autonomy to progress project activities according to the terms of the project scope, with periodic updates provided to supervisor.

- The position holder makes policy and process improvement recommendations to the supervisor and Executive team.
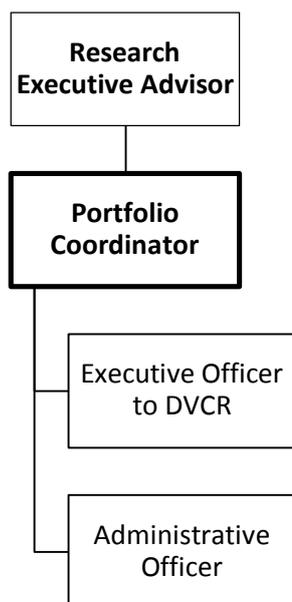
Communication / Working Relationships

The position holder collaborates within the organisational area, as well as across the University to deliver outcomes on a range of projects; the position also answers enquiries and deals with a range of issues in consultation with senior members of staff; the position responds to complex matters that are escalated by the Administrative Officer and Executive Officer in the team.

The position holder liaises with staff across the University involved with the relevant committees and working parties, to give and receive information on behalf of the Office of the Deputy Vice Chancellor Research and progress actions resulting from these forums.

The position holder is responsible for communicating policies, procedure, initiatives and direction consistent with portfolio and University guidelines to research staff and staff supporting research activities across the University.

Reporting Relationships

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│      Research       │
│  Executive Advisor  │
└─────────────────────┘
          │
┌─────────────────────┐
│     Portfolio       │
│    Coordinator      │
└─────────────────────┘
          │
          ├──────┌─────────────────────┐
          │      │ Executive Officer   │
          │      │     to DVCR         │
          │      └─────────────────────┘
          │
          └──────┌─────────────────────┐
                 │   Administrative    │
                 │      Officer        │
                 └─────────────────────┘
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For further information about structure of the University refer to the organisation chart.

SELECTION CRITERIA

Qualifications, skills, knowledge and experience

1.	Completion of or progress towards a postgraduate qualification, with extensive relevant experience and an excellent understanding of the tertiary education sector; or an equivalent combination of relevant experience and/or training/education.
2.	Sound ability in written expression and demonstrated experience in developing a range of professional reports with a high level of accuracy and attention to detail.
3.	Strong interpersonal skills and the ability to communicate effectively with a range of people at all levels both within and external to the organisation.

Core Competencies (as per the Capability Development Framework)

4.	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.
5.	Demonstrated ability to work collaboratively with stakeholders internal and external to the organisation to capitalise on all available expertise in pursuit of excellence and achieve organisational objectives.
6.	Demonstrated experience in coaching and developing staff including setting clear expectations, managing performance and developing required capabilities to establish a culture of learning and improvement.
7.	Demonstrated ability to make informed, evidence-based decisions by sourcing and interpreting business information.

Other attributes

8.	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.