

POSITION DESCRIPTION

Position Title	Administrative Coordinator		
Organisational Unit	Faculty of Health Sciences		
Functional Unit	Institute for Positive Psychology and Education		
Nominated Supervisor	Institute Manager, Institute for Positive Psychology and Education		
Higher Education Worker (HEW) Level	HEW Level 7	Campus/Location	Strathfield initially then North Sydney ongoing
CDF Achievement Level	2 Management (Line)	Work Area Position Code	13943 and 13944
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 INSTITUTE OF POSITIVE PSYCHOLOGY AND EDUCATION

Research Institutes have been established at ACU as rigorous interdisciplinary and collaborative research environments without discipline-based boundaries, facilitating both immediate and ongoing collaborations of ACU researchers with interpersonal and national experts and enabling exceptional opportunities for innovative research to be conducted on a significant scale. This creates the potential for profound impact benefiting the research community and society as a whole.

The Institute of Positive Psychology and Education's (IPPE) team of internationally recognised researchers has produced award winning research that has been recognised with national and international prestigious awards. The Institute's strengths include: international recognition for theoretical, measurement and applied research; a strong track record of prestigious external grants and awards; publications in international journals of high repute; collaborative links with leading international researchers; established relations with industry and community organisations; and a world-class PhD program encompassing Positive Psychology, Sport and Health Psychology, Education, Educational Psychology, and Indigenous Education research.

IPPE's recognised world-class research program is characterised by: attraction of prestigious externally funded grants and research partnerships, publications in top tier scholarly works, a world-class research training experience for HDR students, and best practice Institute governance procedures.

POSITION PURPOSE

The Administrative Coordinator contributes to the development and implementation of administrative systems, process and procedures for the effective and efficient operation of the Institute and undertakes analysis and reporting on IPPE core business. This involves developing and continuously improving best practice management processes in relation to IPPE's core business; monitoring IPPE operational and research income and procurement of technological innovation; information management; governance; event management and marketing support; policy and process development and implementation; and high level administrative support.

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 ✓
<p>Provide administration leadership and support for the management of IPPE's core business in compliance with University policies, legislation, funding rules and external guidelines. This includes:</p> <ul style="list-style-type: none"> • Developing, in consultation with academic staff and senior professional staff, new strategic central executive administrative systems and research management processes for IPPE's funded research grants to monitor, strategically analyse, develop and produce high quality executive summary reports for the Institute Manager and IPPE Executive Management Committee and interrogate quality assurance systems, research grant budgets, and contractual obligations; • Monitoring, analysing, and reporting on the financial performance of all aspects of the Institute's core business, operational account, and activities. 	<ul style="list-style-type: none"> • Collaborate Effectively • Make informed decisions • Deliver stakeholder-centric Services 			✓	✓
<p>Provide support for all elements of IPPE's financial management and procurement, including: accessing ACU financial and accounting systems; ordering and analysing financial reports; developing and monitoring budgets against actuals; completing journal transfers; developing reporting templates, highlighting and predicting problems in budgets and making recommendations for remedial action; training staff in finance systems and activities; advising IPPE staff on budgets; checking invoices and payments against budgets; allocating resources to IPPE research programs and activities; and making strategic recommendations on funding ad hoc activities (e.g.: events, promotions; equipment purchases, etc.).</p>	<ul style="list-style-type: none"> • Applying Commercial Acumen • Coaching and Training others • Know ACU Work Processes and Systems 			✓	✓
<p>Provide executive support for IPPE governance activities, including: meeting organising and scheduling; minute taking; liaison with Chair; information gathering; tracking of action items; organising catering; developing and sending agendas; and proving reports for IPPE Governance and functional committees and working groups.</p>	<ul style="list-style-type: none"> • Collaborate Effectively • Communicate with impact • Know ACU Work Processes and Systems 			✓	

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Provide administrative, financial, and executive support to the Institute Manager in the provision of timely updates on the progress and reporting of all IPPE strategic initiatives and budgets to IPPE Executive Management Committee, Academic Staff meetings, Academic Retreats, and ACU stakeholders. Support includes: collecting relevant data from IPPE and external ACU records and sources; preliminary analysis of data and making preliminary recommendations where appropriate; drafting content and formatting report documents; converting data into graphs and tables; developing templates for collection and presentation of standard reports; and effectively maintaining data and report repositories to ensure easy updating as and when reports are required. Reports may be regular or ad hoc.	<ul style="list-style-type: none"> Collaborate Effectively Know ACU Work Processes and Systems Deliver Stakeholder-Centric service 			✓	
Assist in promoting the Institute's research profile through: <ul style="list-style-type: none"> supporting the development and maintenance of research materials, newsletters, bulletins, and web content; coordination of IPPE events; Drafting content for ACU publications including research highlights, annual reports, and postgraduate guides; Support the development and implementation of the IPPE Marketing strategy Support the development of reports, presentations, and other informational material to internal and external stakeholders as required. 	<ul style="list-style-type: none"> Apply Business Acumen Communicate with impact Collaborate effectively 			✓	✓
Provide administrative support to IPPE staff on policy and HR activities, including: <ul style="list-style-type: none"> assisting in managing recruitment processes for professional and academic staff across IPPE; assisting in ensuring compliance with ACU policies; Making arrangements for visiting scholars, adjuncts and other visitors to IPPE 	<ul style="list-style-type: none"> Deliver Stakeholder Centric Service Collaborate Effectively Know ACU Work Processes and Systems 			✓	
Coordinate and prepare (and maintain where necessary) ACU Annual reports, IPPE Performance Data, Procedure and Process manuals, Training and Development materials; Research Infrastructure Funding requests, , and other ad hoc information as required. Be responsible for maintaining the IPPE Assets Register.	<ul style="list-style-type: none"> Know ACU Work Processes and Systems Deliver Stakeholder Centric Service Communicate with Impact 			✓	

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Supervise staff reporting directly to this position, including: coaching and training, approval of leave, performance management, occupational health and safety, risk management, and career development.	<ul style="list-style-type: none"> Coach and Develop Others 	✓		✓	
Assist in establishing, reviewing, and implementing policies, protocols and processes to support the effective operation of the Institute.	<ul style="list-style-type: none"> Know ACU Work Processes and Systems 			✓	

HOW THE ROLE OPERATES

Key Challenges and Problem Solving

- Maintain currency of University policy and procedures, ethical policy and government legislation in response to changing/new legislation/industry requirements and proactively support improvement to ACU/IPPE procedures through appropriate channels, as well as implement changes/procedures accordingly when available within policy.
- Persuade and influence Institute staff who do not come under their direct control (some of whom are in more senior roles) to ensure universal compliance with reporting and other requirements and alignment with Institute strategic objectives.
- Effectively and efficiently manage quality assurance of research project administration 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 Manager.
- Juggle competing priorities and think creatively to ensure IPPE systems and processes complement ACU systems (rather than compete with them) in a wider ACU environment currently in extreme flux and growth that is changing systems and processes rapidly to accommodate changing ACU strategies.

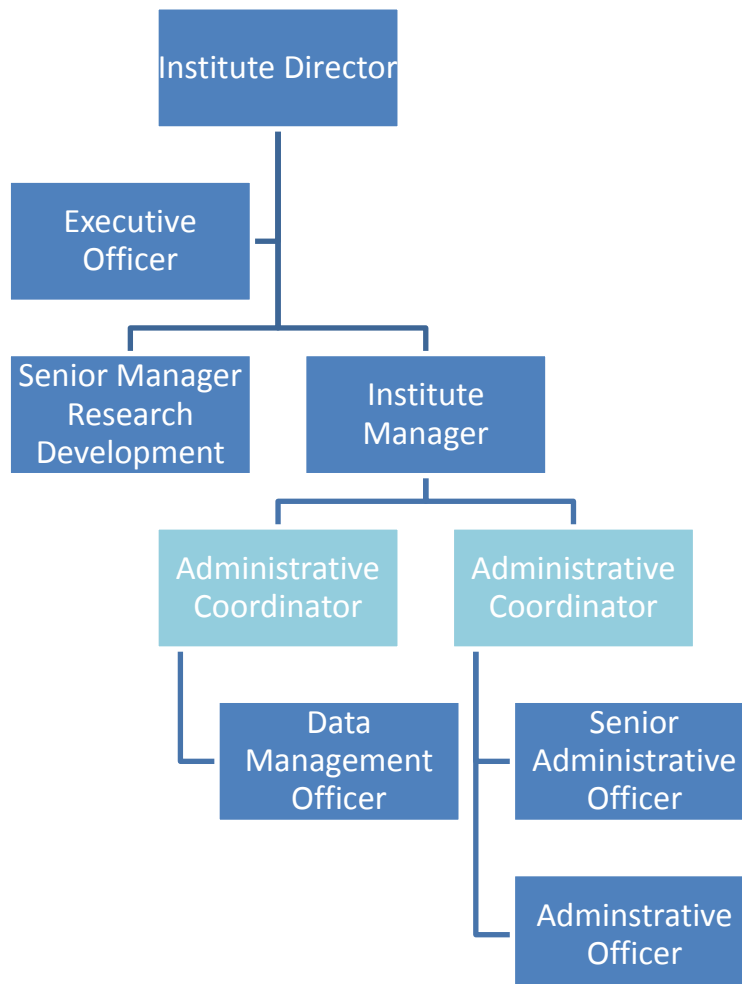
Decision Making / Authority to Act

- The position holder has substantial autonomy in the day-to-day support for operational management of the Institute. This includes developing and implementing processes across the entire Institute to ensure compliance and internal and external requirements are met.
- The position holder investigates, analyses and provides advice and recommendations on financial and budget management and procurement, aligned with various existing policies, legislation and internal and external stakeholder requests.
- The position holder is responsible for determining their own priorities within the context of their own portfolio of tasks, setting priorities and allocating resources for their own staff, and aligning their activities to the pre-determined and ad hoc needs of the Institute.

Communication / Working Relationships

- The position holder liaises with all staff academic and professional, adjuncts and members within IPPE in order to gather and provide information, advise on policies and processes, and manage operational requirements.
- The position holder liaises with staff across ACU to support operational management activities and in relation to building collaborations, sharing information and managing complex issues.
- The position holder liaises with external stakeholders and industry partners with regard to research and project information, key seminars and events management, operational requirements, and stakeholder requests.
- The position holder communicates internally with staff and clients and is responsible for communicating policies, procedures, initiatives and direction consistent with guidelines and relevant legislation to those delivering the services. This includes staff within the Office of the DVC Research, Marketing and External Relations, Finance and Human Resources in order to liaise on research policy, reporting, marketing, event management, financial matters and staff and employment matters.

Reporting Relationships



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

SELECTION CRITERIA

Qualifications, skills, knowledge and experience

1.	Undergraduate qualification in management, accounting, finance or business administration; or an equivalent combination of relevant experience and/or education/training.
2.	Demonstrated successful management experience of a sophisticated research program in a large and complex research organisation.
3.	Demonstrated successful track record of managing multiple external large-scale externally funded research projects from inception to completion.
4.	Previous experience providing high level administrative or executive support in a large and complex business unit or small organisation where having knowledge of many different areas of business and administrative management was essential.
5.	Excellent written and oral communication skills, and interpersonal skills together with an ability to liaise with staff, both academic and administrative, students, external agencies, and the general community.
6.	Demonstrated high level financial management ability, including budget development, management, monitoring, and reporting.

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 deliver a stakeholder centric service and take personal accountability to achieve high quality outcomes to provide service excellence. See the ACU Service Principles .
9.	Demonstrated ability to work collaboratively with stakeholders internal and external to the organisation to capitalise on all available expertise in pursuit of excellence.
10.	Demonstrated ability to coach and develop staff, setting clear expectations for performance, encouraging ongoing development and establishing a culture of learning and improvement.
11.	Demonstrated ability to make informed, evidence-based decisions by effectively sourcing and interpreting information to achieve high quality outcomes for the organisation.

Other attributes

12.	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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