

## POSITION DESCRIPTION

<b>Position Title</b>	Project Officer		
<b>Organisational Unit</b>	Office of the Vice President		
<b>Functional Unit</b>	Office of the Vice President		
<b>Nominated Supervisor</b>	Associate Director, Church Policy		
<b>Higher Education Worker (HEW) Level</b>	HEW 7	<b>Campus/Location</b>	North Sydney (MacKillop)
<b>CDF Achievement Level</b>	1 All Staff	<b>Work Area Position Code</b>	14232
<b>Employment Type</b>	Full-time, Continuing	<b>Date reviewed</b>	January 2018

### ABOUT AUSTRALIAN CATHOLIC UNIVERSITY

*Our Mission: 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.*

At ACU we pride ourselves on offering a welcoming environment for everyone. At the same time, we are a university committed to standing for something clear. We stand up for people in need and causes that matter. ACU's Mission is central to the University, and informs every area – integrating the dignity of the human person, the common good, and ethical and social justice considerations into our core activities of student learning and teaching, research and service.

We are a publicly-funded university which has grown rapidly over the past few years. We're young, but we are making our mark: ranking among the top universities worldwide. We have got seven campuses around Australia, more than 200 partner universities on six continents, and a campus in Rome, Italy.

We know that our people make us a university like no other. It's your values, action and passion that makes the difference. Whatever role you may play in our organisation: it's what you do that defines who we are.

We value staff, offering excellent leave and employment conditions, and foster work environments where they have the ability grow and develop. We continue to invest in our facilities and workplaces, and actively involve staff in shaping the future direction of the organisation.

In order to be agents of change in the world, we all need to see life through the eyes of others. We believe that our role as a university is to inspire and equip people to make a difference – and that means cultivating their ability to act and think empathetically.

We hope that you might champion these values, and work with us to create a place of learning that is not only the envy of the world, but the making of it.

The structure to support the University consists of:

- Provost
- Chief Operating Officer & Deputy Vice-Chancellor
- Deputy Vice-Chancellor, Research
- Deputy Vice-Chancellor, Students, Learning and Teaching
- Vice President
- Pro Vice-Chancellor Assisting the Vice-Chancellor and President

Each portfolio consists of a number of Faculties, Research Institutes or Directorates. The Vice President 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.

## **ABOUT THE OFFICE OF THE VICE PRESIDENT**

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The Office of the Vice President (OVP) is responsible for Catholic-related operations of the University and brings together new and existing Catholic functions. The Vice President simultaneously holds the position of Director, Identity and Mission. The Vice President's portfolio includes the Directorate of Identity and Mission, Campus Ministry, ACU Engagement, La Salle Academy for Faith Formation and Religious Education, Church Relations, Congregational Projects, Staff Formation and the ACU Centre for Liturgy. The Portfolio also serves as a resource for those wishing to better understand and explore the Catholic mission and identity of Australian Catholic University. The Office of the Vice President animates programs and activities that engage, celebrate, and support the University community's development in and understanding of our Mission, Catholic identity, and living traditions.

## **ABOUT CHURCH RELATIONS & CONGREGATIONAL PROJECTS**

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The Associate Director, Church Policy delivers advice, reports and expertise to a variety of stakeholders in the Catholic Church on matters of public policy and ethics on behalf of ACU. Church Relations monitors and devises responses to major strategic issues of concern to the Church. It helps to reposition the Church's place in the public square and promote the Church's response to complex social and political questions.

Congregational Projects relates to the work that the Vice Chancellor undertakes in his role as Consultor to the Congregation for Catholic Education in the Holy See, and this is part of an expanding work stream within ACU.

## **POSITION PURPOSE**

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The Project Support Officer will assist the Vice President and the Associate Director, Church Policy with the International Church Projects work stream of the Office of the Vice President. This work stream flows directly out of the Vice Chancellor and President's role as a Consultor to the Congregation of Catholic Education (Holy See) and international standing as a leading figure in the Catholic higher education sector.

Reporting to the Associate Director, Church Policy, the Project Support Officer will work collaboratively to support high priority projects within agreed timeframes through research tasks, writing and editing project deliverables, collation of data relating to Catholic education, civil and canon legal expertise, and providing guidance and direction within ACU and externally through the Congregation for Education and other Church partners.

The incumbent will exercise critical thinking and problem-solving skills as projects develop, contributing to successful outcomes within the portfolio and the Office of the Vice President, and utilizing opportunities to raise ACU's profile and reputation in an area of international concern for Church stakeholders. This will require creative thinking informed by new developments in the Church and attentiveness to new opportunities for the work of the International Church Projects work stream.

## **POSITION RESPONSIBILITIES**

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### **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 support for its mission.

## Key responsibilities

Key responsibilities specific to this position	Relevant Core Competences ( <a href="#">Capability Development Framework</a> )	Scope of contribution to the University			
		Within the work unit or team	School or Campus	Faculty or Directorate	Across the University
<p>Provide research and operational support to the Associate Director, Church Policy and Vice President's Portfolio on a range of Church related projects to successfully implement the intended objectives. This involves:</p> <ul style="list-style-type: none"> <li>Developing and maintaining project management databases and timelines;</li> <li>Facilitate and attend meetings to communicate updates and findings for research or work of stakeholders and groups to which the project is connected;</li> <li>Monitor project progress to ensure milestones and tasks are achieved within set deadlines;</li> <li>Monitor and ensure project work is implemented in accordance with ACU policies and protocols;</li> <li>Manage and facilitate research activities including literature searches and data collection;</li> <li>Effectively manage, analyse and interpret data to facilitate accurate project conclusions; and</li> <li>Ensure effective communication regarding Church policy advice and research outcomes (e.g. report writing, oral presentations and contributing to journal publications and conference papers).</li> </ul>	<ul style="list-style-type: none"> <li>Communicate with impact</li> <li>Know ACU Work process and Systems</li> <li>Collaborate Effectively</li> </ul>				✓
<ul style="list-style-type: none"> <li>Generate proposals within the portfolio for advancing the work of the Directorate and the mission of the University, including initiatives and collaborations that are new or innovative.</li> </ul>	<ul style="list-style-type: none"> <li>Collaborate Effectively</li> <li>Be Responsible and Accountable for Achieving Excellence</li> </ul>			✓	

Key responsibilities specific to this position	Relevant Core Competences ( <a href="#">Capability Development Framework</a> )	Scope of contribution to the University			
		Within the work unit or team	School or Campus	Faculty or Directorate	Across the University
Provide support to the Associate Director, Church Policy in relation to projects emanating from the international Church work stream of the Office of the Vice Chancellor and President.	<ul style="list-style-type: none"> <li>Know ACU Work Processes and Systems</li> <li>Be Responsible and Accountable for Achieving Excellence</li> <li>Collaborate Effectively</li> </ul>			✓	
Prepare draft reports, publications and presentations associated with the church projects for a wide range of internal and external stakeholders.	<ul style="list-style-type: none"> <li>Make informed decisions</li> <li>Know ACU Work Processes and Systems</li> <li>Be Responsible and Accountable for Achieving Excellence</li> </ul>			✓	
Establish sustainable working relationships with key team members and stakeholders to promote project objectives and initiatives and build strong partnerships of mutual benefit.	<ul style="list-style-type: none"> <li>Collaborate Effectively</li> <li>Communicate with impact</li> <li>Make informed Decisions</li> </ul>				✓
Exercise high level communication skills when liaising with project staff and key stakeholders external and internal to the University.	<ul style="list-style-type: none"> <li>Know ACU Work Processes and Systems</li> <li>Apply Commercial Acumen</li> <li>Make Informed Decisions</li> </ul>				✓

## HOW THE ROLE OPERATES

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### Key Challenges and Problem Solving

- Problem-solve and manage workloads to effectively achieve project outcomes and outputs of relevant projects.
- Balance project management rigour with the practical needs of the University's Church stakeholders.
- Act as a key ambassador for the Church projects, regularly communicating the rationale, benefit and importance of the initiative to internal and external stakeholders.

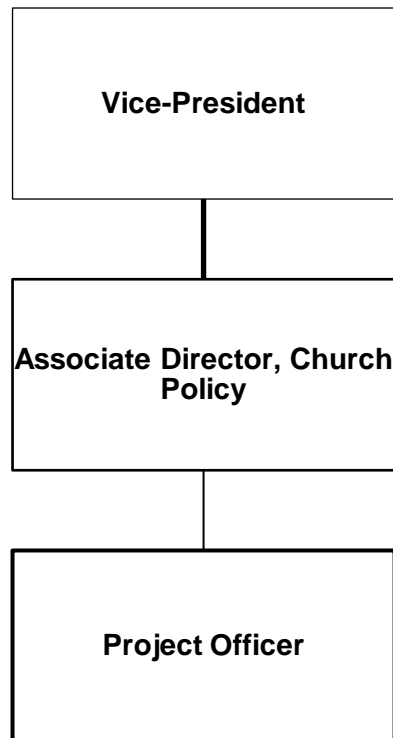
## Decision Making / Authority to Act

- The position holder has substantial autonomy in the day-to-day management of research projects and makes decisions to support the operational and administrative aspects of the projects.
- The position holder recommends improvements to project management and delivery to the nominated supervisor, using initiative and judgement to solve problems and identify where escalation may be required.
- The position holder provides regular updates to the Associate Director, Church Policy and Vice-President regarding project progress and implementation, with substantial autonomy to resolve project risk and issues in consultation with the nominated supervisor.

## Communication / Working Relationships

- The position holder communicates internally with staff and Church partners and supports the communication of policies, procedures, initiatives and direction consistent with project management guidelines and relevant legislation to those delivering the service.
- The position holder collaborates with staff and teams across the University to ensure they remain informed and supportive of the project, contributing to and undertaking tasks in a timely manner.

## Reporting Relationships



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

## SELECTION CRITERIA

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### Qualifications, skills, knowledge and experience

1.	Completion of a degree with subsequent work experience in research support management/administration (preferably in a Catholic context) or an equivalent level of knowledge gained through training, education and/or experience.
2.	Highly developed understanding of, and experience working within the ecclesiology and working structures of the Catholic Church, both universally and within Australia.

3.	Demonstrated strong analytical skills with the ability to provide reporting, metrics and advice at all stages of the project management lifecycle.
4.	Demonstrated ability to think innovatively, design and improve working processes, and take a proactive, hands-on approach to problem solving within a small team.
5.	Strong project management skills including working to tight timeframes, balancing competing priorities, planning and implementing a systematic approach to work.
6.	Experience in working to and reporting against project deliverables and a broad understanding of project risks.
7.	Understanding of and commitment to the University's core mission and values as a leading Catholic University.

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

8.	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.
9.	Experience with reporting to internal and external stakeholders and the ability to produce accurate project management information.
10.	Be a motivated, solution focused person with the ability to demonstrate initiative and work independently without constant supervision.

**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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