Position Description

Title: PACE International Program Officer  HEW Level: Level 6

Faculty/Office: PACE  Position Number: New

Department/Team: PVC – Learning and Teaching  Date: August 2015

Position Purpose: To support the PACE International Program Coordinator with the coordination of student placements including activity design, recruitment and stakeholder liaison.

ORGANISATIONAL CONTEXT

The Pro Vice-Chancellor (Learning, Teaching and Diversity) is responsible for strengthening learning and teaching at Macquarie through developing academic staff capabilities, developing and maintaining a suite of quality academic programs, creating and maintaining flexible and innovative physical and virtual learning spaces and enhancing our student learning experience.

Professional and Community Engagement (PACE) is a University-wide initiative designed to provide undergraduate students with experiential learning opportunities with a range of local, regional and international partners. PACE units provide an academic framework through which students can engage with the community, learn through participation, develop their capabilities and build the skills valued by employers. By completing a PACE unit, students contribute to partner organisational goals and develop skills and capabilities while gaining academic credit towards their degree. PACE units offer activities at local and regional or international level.

The PACE initiative is a key differentiator of the University’s curriculum for current and potential students. International activities are delivered in two streams: Professional Engagement opportunities and Community Development opportunities. Units from all faculties are offered across both streams.

ORGANISATION CHART
### KEY ACCOUNTABILITIES

- Support the PACE International Program Coordinator by designing and developing detailed student activities; and recruitment and mobilisation plans for PACE International placements within community development and/or professional organisations.
- Liaise with Unit Convenors and Faculty PACE staff to design activities, ensuring that they meet unit requirements and the needs of partner organisations.
- Monitor the progress of planned activities and evaluate and implement and/or escalate modifications required if individual circumstances change.
- In collaboration with the PACE Work Health and Safety Officer and In Country Providers, collect relevant information on risk assessments of activities and contribute to the implementation of risk management for the activities.
- Participate in the student recruitment process, assess student attributes and skills and appropriately allocate them to programs or tailor programs to cater to successful students.
- Contribute to the maintenance of relationships with new and existing partners and ensure high-level partner support.
- Contribute to the facilitation of pre-departure and re-entry training sessions for students undertaking PACE International programs.
- Collate partner assessment and feedback reports to inform decisions for improvements.
- Comply with relevant EEO and WHS regulations
- Perform any other duties as required and appropriate for this classification.

### POSITION CONTEXT

<table>
<thead>
<tr>
<th>Reports to:</th>
<th>PACE International Program Coordinator</th>
</tr>
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<tbody>
<tr>
<td>Positions Reporting to:</td>
<td>Direct: nil, Indirect: nil</td>
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</tbody>
</table>

**Key Direct Clients:**
- PACE International partners
- PACE International in country providers
- Unit Convenors
- Faculty PACE teams
- PACE Work Health and Safety Officer
- MQ students

**Other Key Relationships:**
- Macquarie International
- PACE Research and Evaluation team
- Particular staff members in other offices or departments
- Other staff members in own office or department
- Immediate team members
- Other external contacts

**Budget Accountability:** Nil

**Role-specific Conditions:**
- International and domestic travel may be required
- Some weekend and evening work may be required

**Scope and autonomy**
Within defined parameters, adapts and develops processes, procedures, systems and/or techniques that impact how work is performed.

**Problem solving**
Draws on own knowledge and experience to analyse problems and develops and implements solutions.
# CAPABILITY FRAMEWORK

Capability Frameworks describe the behaviours, skills, attributes and experience required to successfully perform a position or group of similar positions.

<table>
<thead>
<tr>
<th>COMPETENCIES</th>
<th>ATTRIBUTES</th>
</tr>
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<tbody>
<tr>
<td><strong>Planning and Execution:</strong> Managing time and resources to complete tasks and achieve objectives.</td>
<td><strong>Flexibility:</strong> Responding effectively to unexpected or changing circumstances.</td>
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<tr>
<td><strong>Quality Focus:</strong> Ensuring accuracy and quality when completing tasks.</td>
<td><strong>Reliability:</strong> Meeting commitments and responsibilities.</td>
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<td><strong>Communication:</strong> Effectively articulates key messages, both verbally and in writing, adapting to suit context and audience.</td>
<td><strong>Interpersonal Impact:</strong> Making a positive impression on others in a range of interpersonal contexts.</td>
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<tr>
<td><strong>Service Focus:</strong> Making students, staff, alumni and other key contacts and their needs a priority.</td>
<td><strong>Resilience:</strong> Dealing effectively with and recovering quickly from setbacks or pressure.</td>
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<td><strong>Relationship Management:</strong> Establishing effective working relationships with others.</td>
<td><strong>Initiative:</strong> Taking action, on own accord, to address problems and prevent them from reoccurring.</td>
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<tr>
<td><strong>Teamwork:</strong> Working in collaboration with others to achieve shared goals.</td>
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### REQUIRED KNOWLEDGE

Qualifications, technical and/or professional skills and information needed from day one for successful performance.

- Knowledge of project coordination principles and practices.
- Knowledge of volunteer program management and/or international study or tour management.
- Cross cultural awareness and sensitivity.

### ACQUIRED KNOWLEDGE

Organisational and/or professional skills and information to be developed within the first 3 to 6 months in the role for successful performance.

- Understanding of the PACE initiative.
- Understanding of key stakeholders, their needs and motivations.
- Understanding of Faculties and Macquarie International.
- Understanding of undergraduate programs and degrees.
- Understanding of the University's governance and regulatory framework.
- Understanding of key University systems.

### KEY EXPERIENCES

Practical experiences and exposure to specific environments or activities related to successful performance.

- Professional experience in cross-cultural environments.
- Building and maintaining relationships with internal and external stakeholders.
- Working in administration within an international partnerships environment in community development and/or corporate organisations.
- Strong attention to detail and time management skills.
- Experience using University student systems.