

POSITION DESCRIPTION

Position Title	Senior Administration Officer ACIT (Australian Centre of Indigenous Thriving)		
Organisational Unit	Faculty of Health Sciences		
Functional Unit	Institute for Positive Psychology and Education		
Nominated Supervisor	Professor		
Higher Education Worker (HEW) Level	HEW 7	Campus/Location	Strathfield (Mount Saint Mary)
CDF Achievement Level	1 All Staff	Work Area Position Code	13924
Employment Type	Full-time, Fixed Term (2 years)	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 FOR POSITIVE PSYCHOLOGY AND EDUCATION

Research at IPPE capitalises on the positive psychology revolution sweeping social science research worldwide. Working collaboratively with scholars across the world, our researchers drive and achieve tangible success in international research in positive psychology.

We are recognised for substantive and methodological advances in research into physical and psychological well-being, resilience, and self-concept, for developing psychometrically sound measures of important psychosocial outcomes, and for achieving synergistic blends of rigorous quantitative, qualitative, and applied research.

Collectively our research teams have been awarded over 70 Australian Research Council grants (including ARC Future Fellowship and DECRA's). Before gaining Institute status at ACU, IPPE was an established world-class research centre (founded by Professor Marsh in 1998). It is 4th-ranked in ARC grants in Education, 1st in Indigenous Education (Behrendt, 2013) and the 7th-ranked educational psychology program in the world (Smith et al, 2003).

We have a fundamental concern for justice, equity, diversity, and the dignity of all human beings.

Our core values include empowerment, ethical research, harmony, cultural security, academic freedom, respect, and responsibility.

ABOUT THE AUSTRALIAN CENTRE OF INDIGENOUS THRIVING (ACIT)

The Australian Catholic University (ACU) has recently committed \$2.6 Million to set up a national Research Centre spearheaded by the ACU's Institute for Positive Psychology and Education. This funding will be directed towards undertaking 3 pilot research projects: 1, Educational Thriving: Best Start: Enhancing Young Indigenous Children's Literacy, Oral Communication Skills; and Reading Self-Concept; 2, Psychological Thriving: Nature and Drivers of Indigenous Wellbeing; and 3, Family and Community Thriving: The Impact of Triple PPP to strengthen an ACU-led Centre of Excellence (CoE) bid in 2018 and leverage partnerships and ongoing funding from corporate, government, and philanthropic organisations. More projects will be added as more funding is attracted and the Centre grows.

ACIT brings together a partnership of leading Australian and international Indigenous and non-Indigenous researchers, next generation researchers, government, industry partners, and communities with a shared commitment to addressing Indigenous disadvantage as a critical issue of our time. The establishment of ACIT will significantly advance the vital interplay of theory, research, and practice to yield translational outcomes and innovative solutions that will enable Indigenous Australian children and youth to thrive in their home, community, and school environments.

The Centre intends to make a real difference to the lives and futures of young Indigenous Australians that will last for generations. To succeed in our ambitions we need to be able to translate our research into action and measurable, tangible results. Our people are the key to making this happen.

POSITION PURPOSE

The Senior Administration Officer is responsible for providing administrative support to facilitate the operations for the Australian Centre of Indigenous Thriving and will contribute to the management and coordination of financial, research and general administrative activities.

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 administrative management of the Australian Centre for Indigenous Thriving (ACIT) program, overseeing the financial and administrative management of the ACIT.	<ul style="list-style-type: none"> • Be Responsible and Accountable for Achieving Excellence • Know ACU Work Processes and Systems 	✓			
Provide high level administrative support to the Australian Research Council Centre of Excellence application bid team and Chief Investigators undertaking pilot research. This includes liaising with partners, supporting research activities, conducting literature reviews and preparing management reports.	<ul style="list-style-type: none"> • Be Responsible and Accountable for Achieving Excellence • Know ACU Work Processes and Systems 	✓			
Prepare powerpoint presentations, reports, project documentation, and proposals to external bodies, boards, potential partners and stakeholders to provide updates on research activities of the project.	<ul style="list-style-type: none"> • Be Responsible and Accountable for Achieving Excellence 	✓			
Contribute to the development and coordination of marketing and promotional collateral, including monitoring and maintaining the ACIT website, organising brochures, drafting and maintaining online documents (such as staff bios, CVs, and partner logos, and project information) and social/digital media pages.	<ul style="list-style-type: none"> • Be Responsible and Accountable for Achieving Excellence • Know ACU Process and Systems 	✓			

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		Within the work unit or team	School or Campus	Faculty or Directorate	Across the University
Assist new pilot and grant applications by providing effective administrative support such as updating CV's, track records and publications information, updating progress reports for existing projects; monitoring and reporting application progress; formatting templates and standard documents; collating and tracking certifications and other legal documents; liaising with external project team members; and communicating funding schemes.	<ul style="list-style-type: none"> Be Responsible and Accountable for Achieving Excellence 	✓			
Responsible for file management such as developing and maintaining contact lists, partner information, and ensuring document retrieval, storage and maintenance and management of information.	<ul style="list-style-type: none"> Be Responsible and Accountable for Achieving Excellence 	✓			
Provide general administrative support including organising meeting invitations, drafting minutes and agendas, organising catering, equipment and presentations, travel and itineraries, researching policies, procedures and legislation to inform decision making and strategy as directed, and organizing events and seminars.	<ul style="list-style-type: none"> Know ACU Work Processes and Systems 	✓			
Advise on and comply with quality management measures, recommending improvements to processes and procedures, as necessary and drafting process documentation, flowcharts, etc., to support process implementation.	<ul style="list-style-type: none"> Be Responsible and Accountable for Achieving Excellence Know ACU Work Processes and Systems 	✓			
Work collaboratively with the research team, reference group and internal and external stakeholders to ensure the aims and timelines of the project are being met and accurately reported on.	<ul style="list-style-type: none"> Work Collaboratively Communicate with Impact 	✓			

HOW THE ROLE OPERATES

Key Challenges and Problem Solving

- Ensure quality control over the design, development, printing and presentation of all materials to stakeholders.
- Ensure high quality of written communication such as minutes and agendas as well as the strategic management of action items and implementation of these actions.
- Complete tasks within the budget and timelines set out by the grant funding agreement that governs the project, taking into account the project plan, fixed timeline, stakeholder requirements, and directives of the research team.
- Develop effective networks across the University and external stakeholders to assist in the efficient facilitation of the Centre.

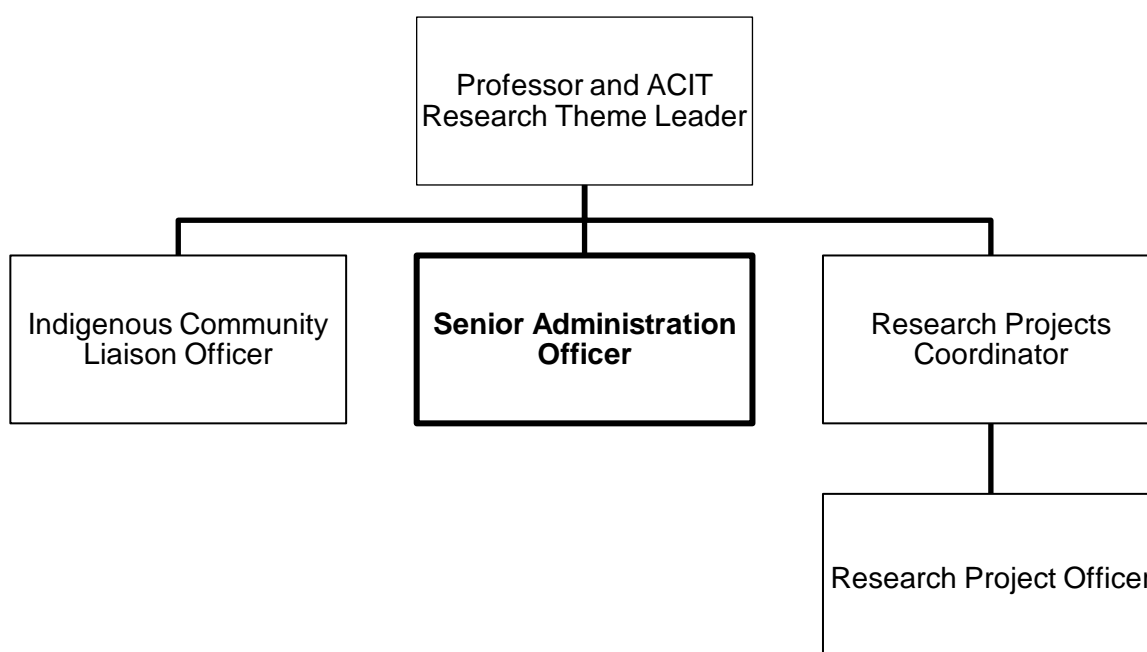
Decision Making / Authority to Act

- The position holder provides advice and recommendations to their supervisor and colleagues on day-to-day administrative management.
- The position holder has substantial autonomy for the day-to-day execution of project administrative activities, and makes recommendations in line with University and funding body requirements.

Communication / Working Relationships

- The position holder will be required to communicate with all ACIT staff, Institute staff as well as external stakeholders to provide documentation, and communicate initiatives on behalf of the project team.
- The position holder maintains high levels of effective communication with multiple stakeholders and is responsible for articulating and disseminating aspects of the Australian Centre for Indigenous Thriving project to a range of audiences for specific purposes such as workflow, ethics matters and marketing and communications.

Reporting Relationships



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

SELECTION CRITERIA

Qualifications, skills, knowledge and experience

1.	A relevant degree and subsequent relevant experience in business, administration of research; or an equivalent combination of experience and/or education/training.
2.	Demonstrated attention to detail, and ability to draft and develop agendas, minutes, high quality reports and materials.
3.	Demonstrated financial processing and management skills, including the ability to track budgets and expenditure.
4.	Demonstrated ability to problem solve and interpret policies and procedures to make informed evidence-based decisions.

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

5.	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.
6.	Demonstrated ability to work collaboratively with stakeholders internal and external to the organisation to capitalise on all available expertise to achieve organisational objectives.
7.	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.
8.	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.
9.	Demonstrated ability to make informed evidence-based decisions by effectively sourcing and interpreting information and policies and procedures to achieve high quality outcomes for the organisation.

Other attributes

10.	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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