

## POSITION DESCRIPTION

<b>Position Title</b>	School Team Leader		
<b>Organisational Unit</b>	Faculty of Health Sciences		
<b>Functional Unit</b>	School of Nursing, Midwifery and Paramedicine		
<b>Nominated Supervisor</b>	State Head of School		
<b>Higher Education Worker (HEW) Level</b>	HEW Level 7	<b>Campus/Location</b>	North Sydney
<b>CDF Achievement Level</b>	2 Management (Line)	<b>Work Area Position Code</b>	2FHS612NNNOC
<b>Employment Type</b>	Full-time, Continuing	<b>Date reviewed</b>	June 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](http://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 FACULTY OF HEALTH SCIENCES

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The Faculty of Health Sciences comprises six schools:

- Allied Health
- Exercise Science
- Nursing, Midwifery and Paramedicine
- Physiotherapy
- Science
- Psychology

There are approximately 12,500 students (EFTSL) and 522 (FTE) staff in the Faculty under the disciplines: social work, public health, occupational therapy, speech pathology, exercise science, nursing, midwifery, paramedicine, physiotherapy, science, psychology and counselling. The Faculty is represented across six of ACU's campuses. An expanding portfolio of postgraduate courses are also available in coursework and research.

The Faculty's research priorities focus on Cardiovascular Disease and Metabolism, Health Services Research, Movement and Rehabilitation, Psychology and Mental Health. Further information about the Faculty can be found at:

[http://www.acu.edu.au/about\\_acu/faculties\\_institutes\\_and\\_centres](http://www.acu.edu.au/about_acu/faculties_institutes_and_centres)

## ABOUT THE SCHOOL OF NURSING, MIDWIFERY AND PARAMEDICINE NSW/ACT

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ACU is a recognized nationwide leader in health sciences education and prides itself on the quality of its programs and its graduates. The School of Nursing, Midwifery and Paramedicine NSW/ACT comprises a team of highly motivated and dedicated academic and professional staff who have built a strong teaching and learning environment as evidenced by student demand, entry levels, and student course experience evaluation over several years.

## POSITION PURPOSE

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The position provides administrative support to the State Head of School and administrative leadership. It is also responsible for the flexible administration of the day-to-day business of the School. In particular the position will lead administrative staff in the processes involved in course administration, staffing administration, promotion and profiling of the School, resource administration, and timetabling as well as various undertakings of the School's operations. The specific responsibilities undertaken by this role within any given School will be configured based on that School's needs and priorities. The responsibilities listed cover the scope of the work anticipated, but an individual incumbent may not be required to undertake all aspects.

## 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 supports 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>Review, develop, manage and evaluate the effectiveness and quality of all student and academic support processes within the School, particularly those related to the School administration.</p> <p>Proactively maintain awareness of key School situational elements in order to contribute effectively to School-initiated projects aimed at enhancing the quality and effectiveness of its administrative outcomes.</p>	<ul style="list-style-type: none"> <li>• Adapt to and Lead Change</li> <li>• Know ACU Work Processes and Systems</li> <li>• Deliver Stakeholder-centric service</li> </ul>		✓		
<p>Formulate, well in advance, a yearly work plan/calendar for all general administrative and academic administrative tasks, noting directorate interaction requirements and timelines, academic study periods and other ACU activities.</p>	<ul style="list-style-type: none"> <li>• Be Responsible and Accountable for Achieving Excellence</li> <li>• Know ACU Work Processes and Systems</li> </ul>		✓		
<p>Lead a team of skilled professional staff in the effective delivery of the School's administrative systems and processes.</p> <p>Effectively deploy administrative resources to meet the student and academic support needs of the School.</p> <p>Oversee of the administrative processes for all professional staff performance management reviews.</p>	<ul style="list-style-type: none"> <li>• Live ACU's Mission, Vision and Values</li> <li>• Coach and develop</li> <li>• Collaborate effectively</li> </ul>	✓			
<p>Support School and Faculty review activities including coordinating stakeholder input and overseeing the support of review panel members. Support may include overseeing travel bookings, accommodation, teleconference and video teleconference facilities, preparation and dissemination of documentation according to agreed schedules.</p> <p>Oversee data collection and recording from various sources for areas including, but not limited to, student enrolment numbers, special cohorts, research students, staff research activities (e.g. DET, ARC collection), Outside Studies Program, conference leave and attendance, and other data collection requirements necessary to inform strategic and operational decision making or events such as the TEQSA and School reviews, accreditation reviews, or reports such as the School report.</p>	<ul style="list-style-type: none"> <li>• Be Responsible and Accountable for Achieving Excellence</li> <li>• Know ACU Work Processes and Systems</li> <li>• Make informed decisions</li> </ul>			✓	

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Provide support for academic and administrative recruitment and selection activities including preparation of recruitment documentation, drafting of position descriptions, preparation of advertising and liaising with ACU Human Resources in the administration of the recruitment process.	<ul style="list-style-type: none"> <li>• Deliver stakeholder centric service</li> <li>• Know ACU Work Processes and Systems</li> </ul>		✓		
In conjunction with sessional staff coordinators, oversee the preparation of sessional staff contracts and coordination of induction activities, coordination and support of sessional staff in accessing resources, facilities and information.	<ul style="list-style-type: none"> <li>• Know ACU Work Processes and Systems</li> </ul>		✓		
Oversee the administration and coordination of School meetings, functions and events [events may include information sessions, Orientation Day, Graduation and Open Day among others], including brochures, input into media release content, mail-outs, staff rosters, room bookings, and appropriate signage.	<ul style="list-style-type: none"> <li>• Be Responsible and Accountable for Achieving Excellence</li> <li>• Know ACU Work Processes and Systems</li> <li>• Deliver stakeholder centric service</li> </ul>				✓
Working with Program and Course Coordinators and appropriate directorates to formulate School marketing plans, design and production of marketing materials, and the coordination processes for the dissemination of information for both internal and the public consumption.  In accordance with ACU Branding and Faculty guidelines, oversee and coordinate School website content including accuracy, appropriateness and format.	<ul style="list-style-type: none"> <li>• Be Responsible and Accountable for Achieving Excellence</li> <li>• Know ACU Work Processes and Systems</li> </ul>				✓
Work with the State HOS, Deputy HOS, Faculty Finance Manager, Program and course coordinators on planning and forecasting for sustainable practices in School budget preparation, including casual staffing, monitoring income and expenditure, preparation of financial reports and assistance in the preparation of business proposals.	<ul style="list-style-type: none"> <li>• Collaborate effectively</li> <li>• Apply commercial acumen</li> <li>• Know ACU Work Processes and Systems</li> </ul>			✓	

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<p>Oversee School purchasing activities in conjunction with the State Head of School, including purchasing or leasing of office and computer equipment, coordination of repairs/maintenance and the maintenance of the fixed assets register.</p> <p>Determine appropriate financial coding structure according to identified funding source and ACU Finance guideline. Ensure appropriate coding and narrative input for School / State Head of School credit card.</p> <p>Assist in tracking research projects including in the formulation of budgets and tracking of expenditure and individual transactions against grant codes.</p>	<ul style="list-style-type: none"> <li>• Collaborate effectively</li> <li>• Apply commercial acumen</li> <li>• Know ACU Work Processes and Systems</li> </ul>		<p>✓</p> <p>✓</p> <p>✓</p>		

## HOW THE ROLE OPERATES

### Key Challenges and Problem Solving

- Maintain up-to-date knowledge of numerous School, Faculty and Organisation systems, policies and procedures to ensure continuation of service to stakeholders including students, academics, professional staff and management.
- Act as a liaison between academic and professional staff in the School and between the School and staff in the central administrative units for the purposes of resolving conflict, addressing issues of concern and providing advice.
- Ability to manage available time and resources to effectively to successfully meet numerous and diverse responsibilities. Ability to identify and schedule priorities to ensure team deliverables are met within set deadlines and to a high standard.

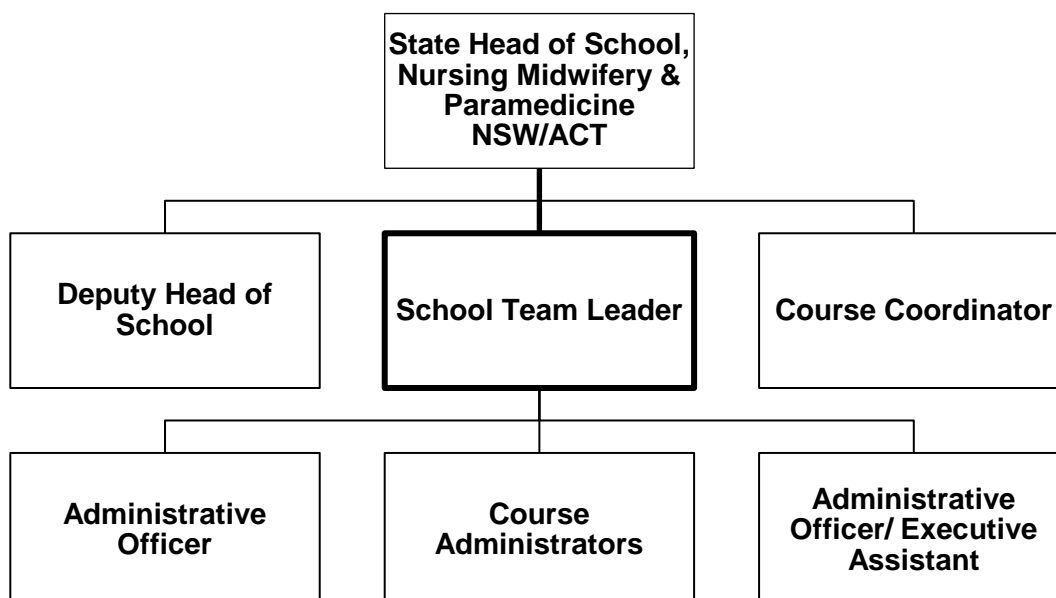
### Decision Making / Authority to Act

- The position holder has substantial autonomy in the day-to-day management administrative services for the School, collaborating with the DHOS and Course Coordinator to ensure student administration requirements are met
- The position holder has oversight of recruitment, staff performance management, budget tracking and School purchasing, administrative process review and maintenance of sessional staff contracts, referring complex issues and decisions to the SHOS.

### Communication / Working Relationships

- The position holder communicates internally with contacts including Faculty of Health Sciences Executive, School of Nursing, Midwifery and Paramedicine management, Student Administration, Corporate Services, academic and professional staff and acts as a conduit to both source and deliver accurate and timely information.
- The position holder also communicates externally with stakeholders including students, suppliers, professional organisations, consultants and the general public, developing productive and collaborative relationships to benefit the School.

## 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 qualification with subsequent experience and high performance in an administrative related function of a public or private sector organisation; or an equivalent combination of relevant experience and/or education/training.
2.	Demonstrated strong leadership, management and supervisory skills.
3.	Excellent organisational and interpersonal skills and an ability to negotiate to achieve required outcomes.
4.	Ability to work productively and constructively in a team environment and to initiate change.
5.	Demonstrated initiative and innovation with high attention to detail.

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

6.	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.
7.	Demonstrated commitment to delivering stakeholder centric services and keeping stakeholder interests at the core of business decisions to maintain service excellence. See the <a href="#">ACU Service Principles</a> .
8.	Demonstrated ability to work collaboratively with internal and external stakeholders to capitalise on all available expertise in pursuit of excellence.
9.	Demonstrated experience coaching and developing others through setting clear expectations, managing performance and developing required capabilities to establish a culture of learning and improvement.
10.	An ability to take personal accountability for achieving the high quality outcomes through an understanding of organisational context, self-reflection, and aspiring to and excellence.
11.	Demonstrated ability to make informed, evidence-based decisions by sourcing and interpreting business information.

### 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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