

POSITION DESCRIPTION

Position Title	Administrative Officer		
Organisational Unit	Faculty of Health Sciences		
Functional Unit	School of Psychology		
Nominated Supervisor	Deputy Head of School		
Higher Education Worker (HEW) Level	HEW Level 5	Campus/Location	Strathfield
CDF Achievement Level	1 All Staff	Work Area Position Code	10591
Employment Type	Continuing, Part-time (0.4 FTE)	Date reviewed	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.

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

The Faculty of Health Sciences has courses in counselling, environmental science, exercise physiology, exercise science, mental health, midwifery, nursing, occupational therapy, paramedicine, physiotherapy, psychology, public health, social work and speech pathology.

Our vision is to provide caring and prepared graduates who promote health and prevent illness for Australia's health and sports industries, and provide quality healthcare for vulnerable communities such as the Indigenous, elderly and disabled.

The Faculty of Health Sciences is located across six campuses of ACU and is structured into six academic organizational units comprising:

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

The Faculty has a university priority Health Research Institute, focusing on Cardiovascular Disease and Metabolism, Health Services Research, Movement and Rehabilitation, and Psychology and Mental Health.

The Faculty's courses are developed within the Catholic intellectual tradition with the goal of preparing graduates in health with an emphasis on social justice and equity, and sustainability.

Further information about the Faculty can be found at:

http://www.acu.edu.au/about_acu/faculties_institutes_and_centres

ABOUT THE SCHOOL OF PSYCHOLOGY

The National School of Psychology, located within the Faculty of Health Sciences, offers courses on three campuses located in Melbourne, Strathfield (Sydney) and Brisbane. The programs offered include an accredited undergraduate and fourth-year psychology sequence, Master of Professional Psychology ("5 plus 1") program, Master of Psychology programs with specialisations in clinical and in educational/developmental psychology, and undergraduate and postgraduate programs in counselling. There is also the opportunity to complete MPsych and PhD degrees concurrently. On the Melbourne campus, in terms of postgraduate programs, the Master of Professional Psychology, the Master of Psychology (Educational and Developmental), the Master of Psychology (Clinical), concurrent MPsych/PhD degree and postgraduate counselling programs are offered.

The School has a strong emphasis on quality research and research training outcomes. The research activities of staff relate to three overlapping areas of strength: (i) cognition and applied cognitive neuroscience; (ii) developmental and educational psychology, and (iii) clinical and health psychology. The School has a number of leading researchers of international profile in these areas. It boasts new laboratory facilities on each campus, supports for early career researchers and scholars, and productive onshore and offshore collaborations including a number of joint appointments of esteemed international academics from the Netherlands, USA, UK, and Switzerland.

POSITION PURPOSE

Provide administrative support to the Deputy Head of School, Strathfield and staff in the National School of Psychology, to ensure the timely and effective undertaking of core administrative functions and efficient operation of the School.

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 administrative and support functions for the Deputy Head of School (DHOS) and staff (including sessional staff) of the School, including but not limited to the following activities:</p> <ul style="list-style-type: none"> • financial administrative support including coding and arranging approval of invoices for payment • monitor expenditure against budget • administration of the psychology test library including purchase of resources • administration of SONA Student Research participation software for the National School • Develop, manage and maintain effective, efficient and appropriate filing and record management systems (including SharePoint) • Prepare sessional employment documentation and other employment related documentation as required. 	<ul style="list-style-type: none"> • Live ACU's Mission, Vision and Values • Deliver Stakeholder Centric Service • Collaborate Effectively • Know ACU Work Processes and Systems 		✓		
<p>Provide interpretation and advice on policies and procedures to existing and potential students to ensure School compliance with University requirements.</p>	<ul style="list-style-type: none"> • Deliver Stakeholder Centric Service • Know ACU Work Processes and Systems • Make Informed Decisions 			✓	

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		Within the work unit or team	School or Campus	Faculty or Directorate	Across the University
Liaise with School administrative staff and those of other functional units to disseminate University information and to resolve problems on behalf of staff and students.	<ul style="list-style-type: none"> • Live ACU's Mission, Vision and Values • Collaborate Effectively • Know ACU Work Processes and Systems 			✓	
Order and maintain School supplies and equipment.	<ul style="list-style-type: none"> • Deliver Stakeholder Centric Service • Know ACU Work Processes and Systems 		✓		
Contribute to the development, implementation and continuous improvement of administrative systems, processes and procedures within the School, in collaboration with the supervisor.	<ul style="list-style-type: none"> • Deliver Stakeholder Centric Service • Know ACU Work Processes and Systems • Be responsible and Accountable for Achieving Excellence 		✓		
Plan, organise and support School meetings, events and functions including: <ul style="list-style-type: none"> • facilities and/or room bookings • catering orders • drafting related documentation, including meeting minutes • distribution of meeting documentation / marketing collateral 	<ul style="list-style-type: none"> • Collaborate Effectively • Know ACU Work Processes and Systems 	✓			

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<p>Timetabling Liaison Officer for Strathfield and Canberra campuses. Duties include, but are not limited to the following:</p> <ul style="list-style-type: none"> • Assist in coordinating unit offerings • Assist in setting unit quotas and liaising with the Faculty FEO • Liaise with staff regarding their availability and teaching preferences • Enter unit offerings into Web Data Collector (WDC) • Enter staff availability into WDC • Action any timetable change requests • Administration of allocating sessional staff • Manage Tutorial Direct • Generate weekly enrolment reports 	<ul style="list-style-type: none"> • Live ACU's Mission, Vision and Values • Deliver Stakeholder Centric Service • Collaborate Effectively 		✓		

HOW THE ROLE OPERATES

Key Challenges and Problem Solving

- Utilising time management, organisation and prioritisation skills to ensure the efficient and effective execution of day-to-day tasks for the Schools and appropriate management of conflicting priorities.
- Communicate accurate, professionally presented and timely information to internal/external contacts.
- Maintain a detailed knowledge of academic and administrative policies and the interrelationships between a range of policies and procedures to support School compliance with University requirements across a range of administrative areas including Finance, Human Resources and IT.
- Problem-solve and troubleshoot day-to-day operational issues and apply initiative to anticipate or solve problems that may arise.

Decision Making / Authority to Act

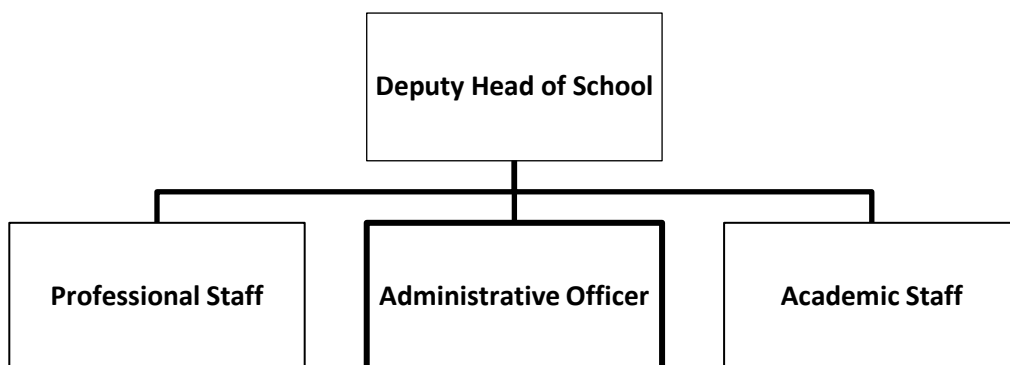
- The position holder responds to routine enquiries, referring more complex matters to the nominated supervisor. Procedure manuals and guidelines assist the position holder with routine enquiries.
- Judgment is required, depending on the nature of the issue, to identify relevant policy and procedure (e.g. academic regulations, course rules) to take appropriate corrective action, with guidance from the supervisor.

Communication / Working Relationships

- The position holder will regularly work with and communicate with the Deputy Head of School, other School staff and students assisting them with a range of activities.
- The position is responsible for providing accurate information consistent with University policies and procedures.

- The position holder communicates with other ACU units including Student Administration and IT to resolve timetabling matters.

Reporting Relationships



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

SELECTION CRITERIA

Qualifications, skills, knowledge and experience

1.	Completion of a Diploma level qualification with substantial relevant experience, or an equivalent combination of relevant experience and/or education/training.
2.	Advanced level skills in the Microsoft Office suite of applications.
3.	Experience in financial management and demonstrated ability to co-ordinate projects.

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

4.	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.
5.	Demonstrated commitment to delivering stakeholder centric services and keeping stakeholder interests at the core of business decisions to maintain service excellence. See the ACU Service Principles .
6.	Demonstrated ability to work independently and collaborate effectively as part of a team to achieve individual and team goals.
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 experience sourcing and interpreting business information to make informed, evidence-based decisions.

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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