

POSITION DESCRIPTION

Position Title	Aboriginal and Torres Strait Islander Admissions Officer		
Organisational Unit	Student Administration Directorate		
Functional Unit	Admissions		
Nominated Supervisor	National Manager, Admissions		
Higher Education Worker (HEW) Level	HEW Level 6	Campus/Location	Brisbane (McAuley)
CDF Achievement Level	1 All Staff	Work Area Position Code	14116
Employment Type	Full-time, Fixed-term 2 years	Date reviewed	August 2017

In accordance with its Aboriginal and Torres Strait Islander Peoples Employment Strategy, the University has designated this position as an Identified Aboriginal or Torres Strait Islander Position. Only Aboriginal and Torres Strait Islander people are eligible to apply.

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 CORPORATE SERVICES PORTFOLIO

The Corporate Services Portfolio enables and fosters an engaging student and workplace experience through services aligned to the Identity and Mission, and the Strategic Plan of the University. The Portfolio is comprised of the directorates of Finance, General Counsel, Governance, Human Resources, Information Technology, Marketing & External Relations, Planning & Strategic Management, Properties & Facilities, Student Administration and the Office of the Chief Operating Officer

ABOUT THE STUDENT ADMINISTRATION DIRECTORATE

The Student Administration Directorate, led by the Director, Student Administration and Academic Registrar and headed by the Chief Operating Officer, consists of four core divisions:

1. Administrative Services – responsible for Admissions; Information Resource Management; and Timetabling, Examinations & Results.
2. User Experience – responsible for Shared Services related projects; Graduations & Protocols; and Enrolments.
3. Systems – responsible for Student Systems.
4. The Office of the Director, Student Administration and Academic Registrar- responsible for the Policy, Course Management advice; and Service Operations (incorporating the AskACU Contact Centre and AskACU Campus Centres).

The Student Administration Directorate supports the University's academic decision-making processes and the Director Student Administration and Academic Registrar, Associate Directors and National Managers contribute to academic policy formulation and provide administrative support for student and academic-related administrative matters.

POSITION PURPOSE

The position improves access for Aboriginal and Torres Strait Islander peoples to ACU by aligning Admissions processes across all application pathways including TAC applications, to increase Indigenous student enrolment at ACU. The role develops a strategy that supports the links between applicants, Admissions, Faculties and the Indigenous Higher Education Unit on each campus. Act as a liaison between the administrative and face-to-face aspects from establishing a relationship with potential students to converting applicants to enrolled students.

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
Develop standardised procedures for recruiting Indigenous applicants across all campuses in line with the regulations of the relevant TACs and guidelines on direct applications to ACU.	<ul style="list-style-type: none"> • Adapt to and Lead Change • Coach and Develop • Know ACU Work Processes and Systems 				✓
Implement, monitor and evaluate the entry scheme for Indigenous applicants. Identify any barriers within the application process for Indigenous applicants and implement solutions to enhance the engagement experience.	<ul style="list-style-type: none"> • Deliver Stakeholder Centric Service • Make Informed Decisions • Know ACU Work Processes and Systems 	✓			
Analyse and distribute applicant data to the relevant IHEU to ensure early contact with potential applicants to ACU. When appropriate, act as first point of contact with applicants, assisting with scheduling/conducting interviews prior to main admissions offer rounds.	<ul style="list-style-type: none"> • Deliver Stakeholder Centric Service • Communicate with Impact • Be Responsible and Accountable for Achieving Excellence 				✓

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		Within the work unit or team	School or Campus	Faculty or Directorate	Across the University
Provide regular advice, reports and statistics to the Admissions and First Peoples teams on Indigenous student applications and program outcomes. When relevant share this feedback with Faculties.	<ul style="list-style-type: none"> • Apply Commercial Acumen • Deliver Stakeholder Centric Service • Make Informed Decisions 			✓	
Collaborate with Faculties, MER Student Recruitment and First Peoples and Equity staff to organise and support events for potential Indigenous students at ACU.	<ul style="list-style-type: none"> • Apply Commercial Acumen • Communicate with Impact • Collaborate Effectively 			✓	
Manage relationships with stakeholders, raising awareness and understanding of the indigenous applicant recruitment process; strengthening the bonds between Admissions, Faculties and the First Peoples team in relation to this process to collectively increase Indigenous enrolments at ACU.	<ul style="list-style-type: none"> • Collaborate Effectively • Make Informed Decisions • Be Responsible and Accountable for Achieving Excellence 	✓			✓
Maintain and further develop guidelines for effective and proactive communication and correspondence with prospective Aboriginal and Torres Strait Islander peoples students in collaboration with IHEU and the Faculties	<ul style="list-style-type: none"> • Communicate with Impact 				✓

HOW THE ROLE OPERATES

Key Challenges and Problem Solving

- Implement effective processes to ensure timely sharing of key information that underpins the process of admission for indigenous applicants.
- Achieving procedural consistency across campuses given the differences in timing and constraints between TACs relating to timelines, offers and contact with applicants and ensuring application assessments are driven by application.
- Establishing meaningful relationships with the broad range of stakeholders required to support the early interview process for applicants.

- Motivating a broad range of internal stakeholders to accept changes to established procedure, with the goal of increasing Indigenous student numbers at ACU.

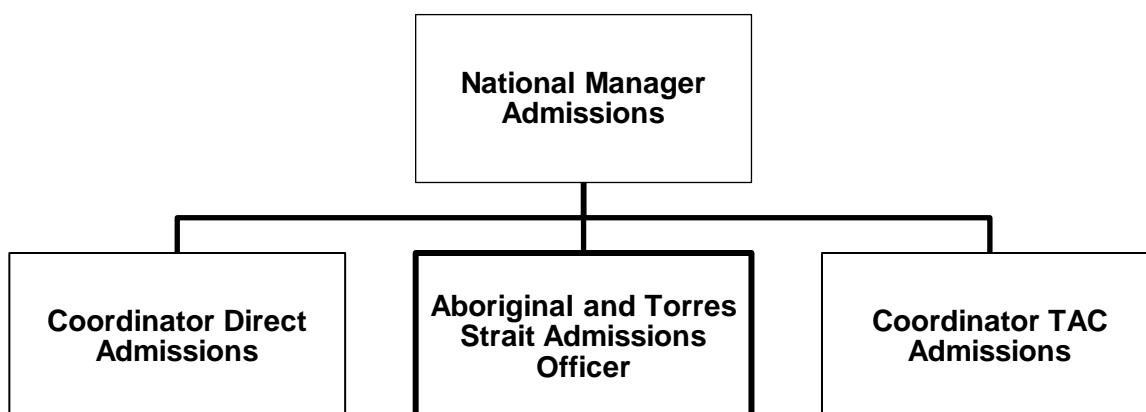
Decision Making / Authority to Act

- The position holder has some autonomy in the day-to-day management of support and administrative services but must consult with the Admissions and First Peoples leadership teams before making any changes to procedures.
- The position holder gives specialized advice and recommendations on the issues facing IHEU and Faculty staff as well as on maximizing applicants engagement within the regulations of the TAC in each state/territory.

Communication / Working Relationships

- The position holder will be required to communicate with professionals from Student Administration, the First Peoples and Equity team, IHEU staff, Faculties and relevant TAC staff to coordinate joint initiatives.
- The position holder communicates internally with staff and is responsible for ensuring policies, procedure and direction are followed consistently in accordance with state-based TAC and ACU guidelines.
- The position holder liaises with internal and external stakeholders including applicants to arrange meetings and interviews that ensure maximum potential is gained from the Indigenous pathway scheme.
- The position holder will communicate with Indigenous applicants regarding the application process, interviews and promotion of the Indigenous pathway scheme.

Reporting Relationships



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

SELECTION CRITERIA

Qualifications, skills, knowledge and experience

1.	Identification as an Australian Aboriginal and/or Torres Strait Islander. ACU considers that being Aboriginal and/or Torres Strait Islander is a requirement as identified in the University's Aboriginal and Torres Strait Islander Peoples Employment Strategy.
2.	Completion of a degree with experience in an administrative role; or an equivalent combination of relevant experience and/or education/training.
3.	Experience or detailed understanding of university admission administration or Tertiary Admissions Centres. Alternatively, experience in addressing complex policy, organisational and/or procedural issues.
4.	Demonstrated experience in data extraction, analysis and problem-solving skills, including reporting aimed at improving outcomes/volume and reducing process inefficiencies.

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 knowledge, experience and understanding of communicating with Aboriginal and Torres Strait Islander peoples to create positive impact and successful outcomes.
7.	Demonstrated experience in collaborating effectively with Aboriginal and Torres Strait Islander people and or organisations to capitalise on all available expertise in pursuit of excellence.
8.	Strong problem-solving skills, attention to detail and sound organisational skills with the ability to make informed decisions whilst meeting competing deadlines.

Other attributes

9.	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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