

POSITION DESCRIPTION

Position Title	Project Officer		
Organisational Unit	Office of the Deputy Vice-Chancellor Research		
Functional Unit	Graduate Research		
Nominated Supervisor	Anne Cunningham		
Higher Education Worker (HEW) Level	HEW Level 7	Campus/Location	North Sydney
CDF Achievement Level	1 All Staff	Work Area Position Code	11506
Employment Type	Full-time, Permanent	Date reviewed	February 2018

ABOUT AUSTRALIAN CATHOLIC UNIVERSITY

Our Mission: 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.

At ACU we pride ourselves on offering a welcoming environment for everyone. At the same time, we are a university committed to standing for something clear. We stand up for people in need and causes that matter. ACU's Mission is central to the University, and informs every area – integrating the dignity of the human person, the common good, and ethical and social justice considerations into our core activities of student learning and teaching, research and service.

We are a publicly-funded university which has grown rapidly over the past few years. We're young, but we are making our mark: ranking among the top universities worldwide. We have got seven campuses around Australia, more than 200 partner universities on six continents, and a campus in Rome, Italy.

We know that our people make us a university like no other. It's your values, action and passion that makes the difference. Whatever role you may play in our organisation: it's what you do that defines who we are.

We value staff, offering excellent leave and employment conditions, and foster work environments where they have the ability grow and develop. We continue to invest in our facilities and workplaces, and actively involve staff in shaping the future direction of the organisation.

In order to be agents of change in the world, we all need to see life through the eyes of others. We believe that our role as a university is to inspire and equip people to make a difference – and that means cultivating their ability to act and think empathetically.

We hope that you might champion these values, and work with us to create a place of learning that is not only the envy of the world, but the making of it.

The structure to support the University consists of:

- Provost
- Chief Operating Officer & Deputy Vice-Chancellor
- Deputy Vice-Chancellor, Research
- Deputy Vice-Chancellor, Students, Learning and Teaching
- Vice President
- Pro Vice-Chancellor Assisting the Vice-Chancellor and President

Each portfolio consists of a number of Faculties, Research Institutes or Directorates. The Vice President 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.

ABOUT THE OFFICE OF THE DEPUTY VICE-CHANCELLOR RESEARCH

The Deputy Vice-Chancellor Research leads ACU's research intensification strategy, and the Office of the Deputy Vice-Chancellor Research is responsible for the University's research strategy framework, policies, governance, organisational reporting and committees, with research activity undertaken at the local level through Schools and Research Institutes.

ABOUT GRADUATE RESEARCH

Graduate Research is responsible for the administration of admissions, scholarships, enrolments, orientation, academic progress, confirmation of candidature and pre-submission of thesis seminar processes, and thesis examination and submission for ACU's research higher degree candidates. Also, it develops policy and provides policy advice in respect of research education, manages allegations of research misconduct, coordinates the Vice-Chancellor's Award for Excellent in Doctoral Training and the Three minute Thesis Competition, and oversees supervisor accreditation and training.

POSITION PURPOSE

The Project Officer provides high-level project and administrative support to Graduate Research, and its Committees, at the request of the Manager, Graduate Research.

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 ✓
Provide high –quality customer service to prospective and current HDR students, academic and research staff, and partners external to the University.	<ul style="list-style-type: none"> • Live ACU's Mission, Vision and Values • Deliver Stakeholder Centric Service • Communicate with Impact 				✓

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		Within the work unit or team ✓	School or Campus ✓	Faculty or Directorate ✓	Across the University ✓
Coordinate HDR processes, including responding to enquiries, liaising with staff in academic units, and communicating outcomes to applicants.	<ul style="list-style-type: none"> • Live ACU's Mission, Vision and Values • Develop Stakeholder Centric Service • Know ACU Work Processes and Systems 				✓
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		Within the work unit or team ✓	School or Campus ✓	Faculty or Directorate ✓	Across the University ✓
Provide high level support to committees and meetings as appropriate, including agenda preparation, recording of minutes, and follow-up on actions.	<ul style="list-style-type: none"> • Live ACU's Mission, Vision and Values • Be Responsible and Accountable for Achieving Excellence • Know ACU Work Processes and Systems 				✓
Contribute to the development of services in Graduate Research by benchmarking ACU practices against sector best practices, and making recommendations to the Manager, Graduate Research on new policies and procedures which achieve operational outcomes for Graduate Research.	<ul style="list-style-type: none"> • Live ACU's Mission, Vision and Values • Communicate with Impact • Know ACU Work Practices and Systems 				✓
Provide policy and procedural advice to stakeholders on all HDR issues.	<ul style="list-style-type: none"> • Live ACU's Mission, Vision and Values • Communicate with Impact • Know ACU Work Practices and Systems 				✓
Manage projects effectively, including project resources, to deliver the agreed outcomes on time and within budget, to achieve Graduate Research goals.	<ul style="list-style-type: none"> • Live ACU's Mission, Vision and Values • Collaborate Effectively • Be Responsible and Accountable for Achieving Excellence 				✓
Deliver progress reports and make recommendations to the Manager, Graduate Research on how projects are tracking.	<ul style="list-style-type: none"> • Live ACU's Mission, Vision and Values • Communicate with Impact • Be Responsible and Accountable for Achieving Excellence 				✓

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Maintain accurate and confidential HDR candidature and more general Graduate Research records, using electronic filing systems and ACU's students systems, and provide reports on candidature as required.	<ul style="list-style-type: none"> • Live ACU's Mission, Vision and Values • Be Responsible and Accountable for Achieving Excellence • Know ACU Work Processes and Systems 			✓	

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Assist the Manager, Graduate Research with the updating of the Graduate Research website, and with the updating of forms, templates and information distributed to HDR candidates and supervisors, and Faculty staff.	<ul style="list-style-type: none"> • Live ACU's Mission, Vision and Values • Be Responsible and Accountable for Achieving Excellence • Know ACU Work Processes and Systems 	✓			
Execute activities as requested by the Manager, Graduate Research.	<ul style="list-style-type: none"> • Live ACU's Mission, Vision and Values • Be Responsible and Accountable for Achieving Excellence • Know ACU Work Processes and Systems 			✓	

HOW THE ROLE OPERATES

Key Challenges and Problem Solving

- Manages a heavy and time sensitive workload, ensuring that deadlines are met.
- Adapts policies and procedures, and implements new processes, in response to changing ACU requirements.
- Ensures that documentation is complete and complies with ACU policies.
- Solves problems around policies and processes related to Graduate Research.

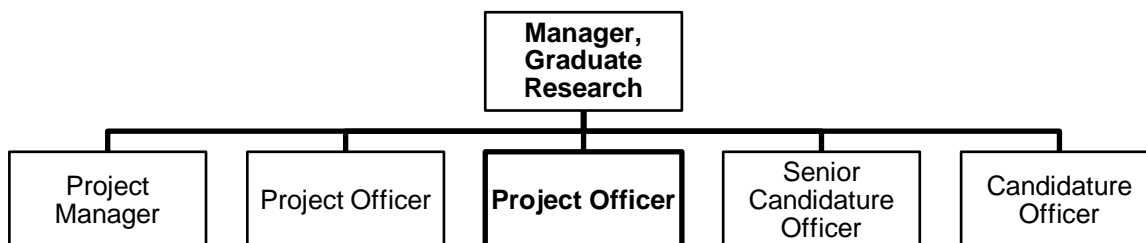
Decision Making / Authority to Act

- Responds to routine and complex enquiries, referring some complex matters to the Manager, Graduate Research.
- Adapts policies and procedures in modifying University-wide practices and processes.

Communication / Working Relationships

- Communicates internally with HDR students and staff, and is responsible for communicating policies and procedures consistent with ACU policy.

Reporting Relationships



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

SELECTION CRITERIA

Qualifications, skills, knowledge and experience

1.	A degree with subsequent relevant experience; or experience and specialist expertise in tertiary education administrative fields; or an equivalent combination of relevant experience and/or education/training.
2.	Demonstrated project management and administrative skills, including the preparation of reports, development of procedures, and effective records management.
3.	Demonstrated skills in problem solving and seeking effective outcomes to meet a business requirement.

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

4.	Demonstrated 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 ability to work collaboratively internally and externally to ACU to capitalise on all available expertise in pursuit of excellence.
6.	Demonstrated ability to communicate with impact and purpose to gain the support of a wide range of stakeholders, both internal and external, and the ability to exercise discretion, confidentiality and diplomacy.
7.	Demonstrated ability of taking personal accountability for achieving the highest quality outcomes and a commitment to continuous improvement and service excellence.
8.	Demonstrated ability to effectively plan work, prioritise time and resources using established processes and technology to achieve optimum efficiency and effectiveness.

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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