

## POSITION DESCRIPTION

<b>Position Title</b>	Administrative Support Officer		
<b>Organisational Unit</b>	Vice President Portfolio		
<b>Functional Unit</b>	Campus Ministry		
<b>Nominated Supervisor</b>	Associate Director, Identity & Mission		
<b>Higher Education Worker (HEW) Level</b>	HEW 6	<b>Campus/Location</b>	Brisbane (McAuley)
<b>CDF Achievement Level</b>	1 All Staff	<b>Work Area Position Code</b>	12017
<b>Employment Type</b>	Part Time, Fixed Term, FTE 0.8	<b>Date reviewed</b>	May 2018

## 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.*

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 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
- 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 VICE PRESIDENT

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The Office of the Vice President (OVP) is responsible for Catholic-related operations of the University and brings together new and existing Catholic functions. The Vice President simultaneously holds the position of Director, Identity and Mission. This Vice President's portfolio includes the Directorate of Identity and Mission, Campus Ministry, ACU Engagement, La Salle Academy for Faith Formation and Religious Education, Church Relations, Congregational Projects, Staff Formation and the ACU Centre for Liturgy. The Portfolio also serves as a resource for those wishing to better understand and explore the Catholic mission and identity of Australian Catholic University. The Office of the Vice President animates programs and activities that engage, celebrate, and support the University community's development in and understanding of our Mission, Catholic identity, and living traditions.

## ABOUT THE CAMPUS MINISTRY

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Campus Ministry animates opportunities for members of the University community to deepen their experience of faith and to use their gifts and talents in service to the world, while enabling them to engage in an authentic Catholic university experience while studying or working at ACU.

Beneath the formal programs, retreats, lectures, and workshops lies a spirited dedication to the identity and mission of ACU. At the core of ACU is its identity as part of the legacy of the Catholic Intellectual Tradition. This is not a static legacy but a vibrant, living legacy that is found on each of our campuses, every day.

## POSITION PURPOSE

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Provide administrative support to Campus Ministry Management to facilitate the efficient operation of Campus Ministry.

## 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 Delivery Model
- 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 ( <u>Capability Development Framework</u> )	Scope of contribution to the University			
		Within the work unit or team	School or Campus	Faculty or Directorate	Across the University
<p>Provide high level administrative support to the Associate Director, including day to day administrative tasks such as:</p> <ul style="list-style-type: none"> <li>• Maintaining filing</li> <li>• Arranging meetings</li> <li>• Minute taking</li> <li>• Servicedesk requests</li> <li>• Coordinating travel arrangements</li> <li>• Diary management</li> <li>• Maintenance and ordering of office resources</li> </ul> <p>Provide documentation for meetings the Associate Director attends (print out agendas, meeting papers, room bookings etc.)</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>			X	
<p>Coordinate travel, accommodation, venue, and catering arrangements for varying national events, meetings, and projects including</p> <ul style="list-style-type: none"> <li>• National Campus Ministry projects ,</li> <li>• Retreats,</li> <li>• Directorate's annual conferences</li> <li>• National publications, etc.</li> <li>• Immersion programs</li> </ul>	<ul style="list-style-type: none"> <li>• Collaborate Effectively</li> <li>• Be Responsible and Accountable for Achieving Excellence</li> <li>• Make Informed Decisions</li> </ul>			X	
<p>Coordinate and maintain effective and proactive communication with internal and external parties to local and national meetings, including invitations, agenda preparation and distribution.</p>	<ul style="list-style-type: none"> <li>• Collaborate Effectively</li> <li>• Communicate With Impact</li> <li>• Be Responsible and Accountable for Achieving Excellence</li> </ul>			X	
<p>In cooperation with the Campus Ministry Leadership, assist with project work, administration and the implementation of events and activities that are run on or off campus.</p>	<ul style="list-style-type: none"> <li>• Collaborate Effectively</li> <li>• Make Informed Decisions</li> <li>• Be Responsible and Accountable for Achieving Excellence</li> </ul>	X			

Key responsibilities specific to this position	Relevant Core Competences ( <u>Capability Development Framework</u> )	Scope of contribution to the University			
		Within the work unit or team	School or Campus	Faculty or Directorate	Across the University
Manage and prioritise all incoming enquiries and administrative tasks and proactively identify and escalate issues using initiative and judgement.	<ul style="list-style-type: none"> <li>• Be Responsible and Accountable for Achieving Excellence</li> <li>• Communicate With Impact</li> <li>• Make Informed Decisions</li> </ul>			X	
Manage and organise the Associate Director's workload priorities.	<ul style="list-style-type: none"> <li>• #Apply Commercial Acumen</li> <li>• Know ACU Work Processes and Systems</li> <li>• Be Responsible and Accountable for Achieving Excellence</li> </ul>	X			
Other responsibilities and duties as assigned by the Associate Director Campus Ministry.	<ul style="list-style-type: none"> <li>• Communicate with Impact</li> <li>• Make Informed Decisions</li> <li>• Collaborate Effectively</li> </ul>	X			
In consultation with the Associate Director, process accounts and assist with budget and finance responsibilities, for example: journal transfers, budget preparation, reporting.	<ul style="list-style-type: none"> <li>• Know ACU Work Processes and Systems</li> <li>• Make Informed Decisions</li> <li>• Be Responsible and Accountable for Achieving Excellence</li> </ul>	X			

## HOW THE ROLE OPERATES

### Key Challenges and Problem Solving

- Managing expectations and multiple activities with simultaneous timeframes
- Maintaining high levels of professional judgment and discretion
- Using initiative within the scope of the position

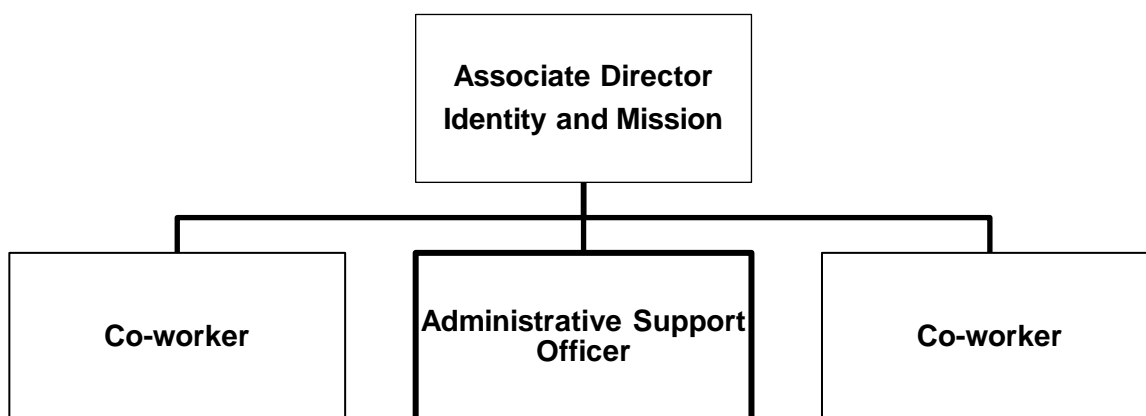
### Decision Making / Authority to Act

- The position holder is required to execute personal judgment, be able to operate independently and understand when to escalate issues

### Communication / Working Relationships

- The position holder communicates internally with staff of the Directorate and liaises with internal and external stakeholders including visitors, and members of the Catholic Church hierarchy and associated Church agencies nationally as required

### Reporting Relationships



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

## SELECTION CRITERIA

### Qualifications, skills, knowledge and experience

1.	Demonstrate an awareness of the University's mission and Catholic ethos and demonstrate an understanding of how this role serves the Mission.
2.	Completion of a degree qualification and/or equivalent professional work experience in a similar position.
3.	Excellent organizational and time management skills, with the ability to work under pressure, deal with multiple priorities and meet deadlines with the ability to be flexible, proactive and responsive.
4.	Ability to work independently and with a team.
5.	High level of computer literacy and sound working knowledge of Microsoft office including the capacity to use databases and corporate systems and social media.
6.	Excellent verbal and written communication skills including demonstrated ability to draft and proof documents.
7.	Ability to display integrity by demonstrating confidence and courage in achieving an organisation's objectives.
8.	Demonstrated capacity for interpersonal understanding in order to actively listen to understand others' thoughts, feelings and concerns.

9.	Demonstrate a commitment to working in an environment of performance excellence, guided by ACU's <a href="#">Service Delivery Model</a> .
10.	Knowledge of and experience in dealing with Church agencies, organisation and terminology.

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

12.	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.
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**Other attributes**

13.	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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