

POSITION DESCRIPTION

Position Title	Executive Officer		
Organisational Unit	Office of the Associate Vice-Chancellor		
Functional Unit	Office of the Vice Chancellor		
Nominated Supervisor	Associate Vice-Chancellor (Ballarat)		
Higher Education Worker (HEW) Level	HEW 6	Campus/Location	St Patricks (Melbourne)
CDF Achievement Level	1 All Staff	Work Area Position Code	1VCH8103VFNA
Employment Type	Full-time, Continuing	Date reviewed	January 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.*

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, Strathfield and Rome.

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 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 OFFICE OF THE ASSOCIATE VICE-CHANCELLOR

The Associate Vice-Chancellor and Campus Dean represent the Office of the Vice-Chancellor and President in their respective geographical regions, dealing with important campus issues and external relationships.

POSITION PURPOSE

The Executive Officer to the Associate Vice-Chancellor provides high level executive and administrative support to the Associate Vice-Chancellor. This is provided in the context of understanding University priorities, exercising appropriate judgment and discretion, coordinated management of administration, communication and workflow as well as dealing with a diverse range of stakeholders both internal and external.

The position exists to ensure the efficient operation of the Associate Vice-Chancellor's office on a day to day basis.

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 high level support to the Associate Vice-Chancellor (Melbourne), including responsibility for:</p> <ul style="list-style-type: none"> – Diary management – including prioritising of appointments and proactive management of time and resources; – Preparation and maintenance of Associate Vice-Chancellor's daily schedules including preparation of briefing notes, collation of papers, reports and reading matter in preparedness for forthcoming meetings; – Travel arrangements for Associate Vice-Chancellor as well as international, national, local visitors, and distinguished guests – including organising itineraries, transport, accommodation, etc.; 	<ul style="list-style-type: none"> • Deliver Stakeholder Centric Service • Communicate with Impact • Be Responsible and Accountable for Achieving Excellence 	✓			
<ul style="list-style-type: none"> – Meeting preparation and support including recording and distribution of minutes, preparation of agenda packages and managing logistics as well as attending meetings as required to record minutes – Day to day communications – managing all incoming and out-going communications; – Maintain a hard copy filing system where required and electronic filing where appropriate; – Coordinated management and response to all correspondence to the Associate Vice-Chancellor; – Sourcing, extracting, collating and presenting data to support decision making of the Associate Vice-Chancellor. 					
<p>Prepare, edit and send communication and correspondence on behalf of the Associate Vice-Chancellor to internal and external stakeholders consistent with ACU brand.</p>	<ul style="list-style-type: none"> • Communicate with Impact • Make Informed Decisions 				✓

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		Within the work unit or team	School or Campus	Faculty or Directorate	Across the University
<p>Monitor and maintain the Office of the Associate Vice-Chancellor's annual budget, whilst ensuring accuracy and proper documentation. Responsibilities include:</p> <ul style="list-style-type: none"> – Liaising with Finance to prepare the annual budget distribution; – Understanding the Office of the Associate Dean's budget, cost codes, delegated officers etc.; – Coding and arranging approval of invoices for payment; – Preparing monthly budget reports; and – Reconciling expense accounts. 	<ul style="list-style-type: none"> • Apply Commercial Acumen • Know ACU Work Processes and Systems 			✓	
<p>Manage the Office of the Associate Vice-Chancellor on a day to day basis coordinating workflow, managing all incoming queries through to completion and making referrals where appropriate.</p>	<ul style="list-style-type: none"> • Deliver Stakeholder Centric Service • Communicate with Impact 	✓			
<p>Provide administrative support, through the Associate Vice-Chancellor to the Victorian Chapter.</p>	<ul style="list-style-type: none"> • Collaborate Effectively • Communicate with Impact 				✓
<p>Support in developing and drafting high level correspondence and reports for the Associate Vice-Chancellor including Annual Campus Development Plans, service delivery scores cards, proposals and implementation plans.</p>	<ul style="list-style-type: none"> • Be Responsible and Accountable for Achieving Excellence • Make Informed Decisions 		✓		
<p>Facilitate positive working relationships with key stakeholders and clients, both internal and external including Church, Government, education and business organisations, as well as students and staff.</p>	<ul style="list-style-type: none"> • Collaborate Effectively • Communicate with Impact 				✓
<p>Undertake projects effectively to deliver agreed outcomes on time and within budget to achieve operational goals e.g. Event management of small events, as well as liaising with Marketing and External Relations and other involved parties to organise major events.</p>	<ul style="list-style-type: none"> • Apply Commercial Acumen • Deliver Stakeholder Centric Service 				✓

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
Establish and maintain frameworks and protocols within the Office of the Associate Vice-Chancellor that support efficient, standardised processes and work practices to enhance accuracy, timeliness and presentation of work and ensuring compliance with ACU policy and procedures.	<ul style="list-style-type: none"> Deliver Stakeholder Centric Service Know ACU Work Processes and Systems 	✓			
Provide ad hoc project management and project support.	<ul style="list-style-type: none"> Collaborate Effectively 				✓

HOW THE ROLE OPERATES

Key Challenges and Problem Solving

- Implement new systems within the agreed budget, timeframe and quality standards, given the technical issues to be resolved and the work involved in system migration.
- Manage the Associate Vice-Chancellor's diary, conflicting responsibilities, availability and complex logistics and determine priorities in situations of multiple, competing demands and expectations.
- Uses expert and considered judgment in making decisions on the most appropriate response to diverse and varied situations.
- Manages competing and complex demands, taking into account strategic objectives, internal and external stakeholder relationships and requirements and cross campus/national outlook.
- Influencing actions of others without direct authority through consultation and negotiation.
- Exercises a high degree of contextual awareness, discretion and appropriate judgment to anticipate needs and facilitate forward planning.
- Ability to make decisions, exercise judgment and provide information based on a broad and detailed knowledge of the Universities priorities (including strategic plan), policies and procedures, protocols, staffing etc. and the inter-relationships at play.

Decision Making / Authority to Act

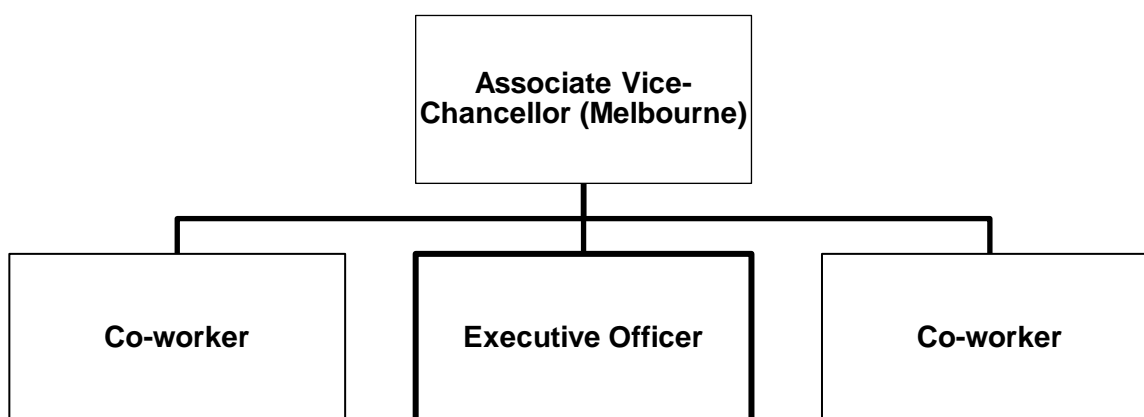
- The position holder is responsible for the day to day management the Associate Vice-Chancellor's office and has substantial autonomy in decisions that impact day to day operations.
- The position holder is also responsible for responding on behalf of the Campus Dean where appropriate and refers matters of strategic importance or matters requiring more in-depth analysis/interpretation to the Campus Dean or the appropriate person within the University.
- The position holder is required to research, identify and compile information for drafting of high level reports and communications.

Communication / Working Relationships

- The position holder is the first point of contact for all internal and external communications with the Associate Vice-Chancellor.

- The position holder primarily communicates with and supports the Associate Vice-Chancellor to ensure the efficient day to day operation of the Office of The Associate Vice-Chancellor.
- The position holder liaises with a wide variety of internal and external stakeholders and clients including the Senior Executive Team, Chapter & sub Chapter Groups, Church Leaders etc., to give and receive information for/from Associate Vice-Chancellor.

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 in Business Administration; or an equivalent combination of relevant experience and education/training in an administrative field.
2.	Proven experience providing high level administrative support to senior management in a complex/national organisation.
3.	Highly developed communication and interpersonal skills to liaise, consult and negotiate effectively with a wide range of people within and beyond the University community, including key stakeholders.
4.	Demonstrated planning and organisational skills including exceptional attention to detail with the ability to manage a number of events / projects at one time, achieve required outcomes and meet deadlines.
5.	Demonstrated ability to work autonomously, and within a team environment, using initiative and good judgment.
6.	Ability to handle sensitive and confidential issues with discretion and tact.
7.	High level of computer literacy and advanced user knowledge of Outlook and the Microsoft Office Suite.

8.	Demonstrated experience in developing and maintaining administrative operating procedures and systems.
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Core Competencies (as per the [Capability Development Framework](#))

9.	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

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.
11.	An interest in and understanding of the higher education environment.