

POSITION DESCRIPTION

Position Title	Executive Officer		
Organisational Unit	Pro Vice-Chancellor Assisting the Vice Chancellor Catholic Philosophy		
Functional Unit	Office of the Pro Vice-Chancellor Assisting the Vice Chancellor and President Professor of Catholic Philosophy		
Nominated Supervisor	Pro Vice-Chancellor Assisting the Vice Chancellor and President Professor of Catholic Philosophy		
Higher Education Worker (HEW) Level	HEW 6	Campus/Location	North Sydney (Mackillop)
CDF Achievement Level	1 All Staff	Work Area Position Code	14107
Employment Type	Full-time, Fixed term (12 months)	Date reviewed	August 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 PRO VICE-CHANCELLOR ASSISTING THE VICE-CHANCELLOR AND PROFESSOR OF CATHOLIC PHILOSOPHY (PVC)

The PVC supports strategic initiatives of the Vice-Chancellor and has special responsibility for projects concerning the development of Catholic intellectual life, particularly in the fields of philosophy and ethics. The PVC liaises closely with the Senior Executive Group (SEG), Director, Office of the Vice-Chancellor and President, Vice President, Executive Dean, Faculty of Theology and Philosophy, Director of the PM Glynn Institute and a range of internal and external stakeholders. The PVC is a member of the SEG, Vice-Chancellor's Strategy Group, Executive Planning Group, Academic Board, Board of Identity and several other internal committees. The PVC is a member of a range of external boards and therefore high level engagement with external stakeholders in the areas of Church and education is frequent. The PVC is also Professor of Catholic Philosophy and Distinguished Fellow P M Glynn Institute with academic responsibilities in those portfolios.

POSITION PURPOSE

The Executive Officer, PVC Assisting VC, provides executive-level administrative and research support for all dimensions of the PVC Assisting VC role. This includes administrative support functions, for example travel bookings and itinerary management, financial reconciliation, making appointments and the hospitality of guests. The research aspect of the role includes gathering data, drafting first-version documents, contributing to the preparation and presentation of reports and papers, organization and follow-up of meetings and acting as point-of-contact for internal and external enquiries.

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 administrative support to the PVC Assisting VCP in the execution of duties which report directly to the Vice-Chancellor and President, P M Glynn Institute, Faculty of Theology and Philosophy:</p> <ul style="list-style-type: none"> • Contacts management • Diary management • Travel arrangements and itinerary development • Expenses reconciliation • Meeting preparation and follow up • Day to day communications (telephone, email, received correspondence) • Drafting correspondence • Proof reading documents, including preparing and editing documents, coordination, discernment and adoption of feedback • Liaison and contact with other University officers and with external partners 	<ul style="list-style-type: none"> • Deliver Stakeholder Centric Service • Know ACU Work Processes and Systems • Be Responsible and Accountable for Achieving Excellence • Make Informed Decisions 	✓			
<p>Liaison and coordination as required between, the Office of the Vice-Chancellor and President, Office of the Vice President, P M Glynn Institute, Faculty of Theology and Philosophy other areas as required</p>	<ul style="list-style-type: none"> • Deliver Stakeholder Centric Service • Collaborate Effectively • Communicate with Impact 	✓			
<p>Provide support for the research activities of the PVC Assisting the VCP. This includes gathering data, drafting documents, preparation and presentation of papers and reports, preparing agendas, setting up meetings, follow-up actions from meetings, organization of workflow</p>	<ul style="list-style-type: none"> • Deliver Stakeholder Centric Service • Know ACU Work Processes and Systems • Make Informed Decisions 	✓			
<p>Manage all incoming queries to the PVC and oversee all ongoing contact and correspondence.</p>	<ul style="list-style-type: none"> • Know ACU Work Processes and Systems • Communicate with Impact 	✓			

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
Review incoming requests and outgoing papers and reports, offering support and suggestions for presentation.	<ul style="list-style-type: none"> Know ACU Work Processes and Systems Communicate with Impact 	✓			
Facilitate positive and professional working relationships with key stakeholders, both internal and external.	<ul style="list-style-type: none"> Collaborate Effectively Communicate with Impact 				✓
Provide ad hoc project management and project support.	<ul style="list-style-type: none"> Collaborate Effectively Make Informed Decisions 	✓			
Work collaboratively with other members of the OVCP team	<ul style="list-style-type: none"> Collaborate Effectively 	✓			

HOW THE ROLE OPERATES

Key Challenges and Problem Solving

- Strong writing ability and an interest in key topics in the work of the Pro Vice-Chancellor Assisting the Vice-Chancellor and Professor of Catholic Philosophy
- Manage relationships with internal colleagues, for example the OVCP, PM Glynn Institute, Faculty of Theology and Philosophy and offices of the Senior Executive Group
- prioritizing tasks effectively
- Anticipate the needs of the PVC in order to provide dynamic and comprehensive support.

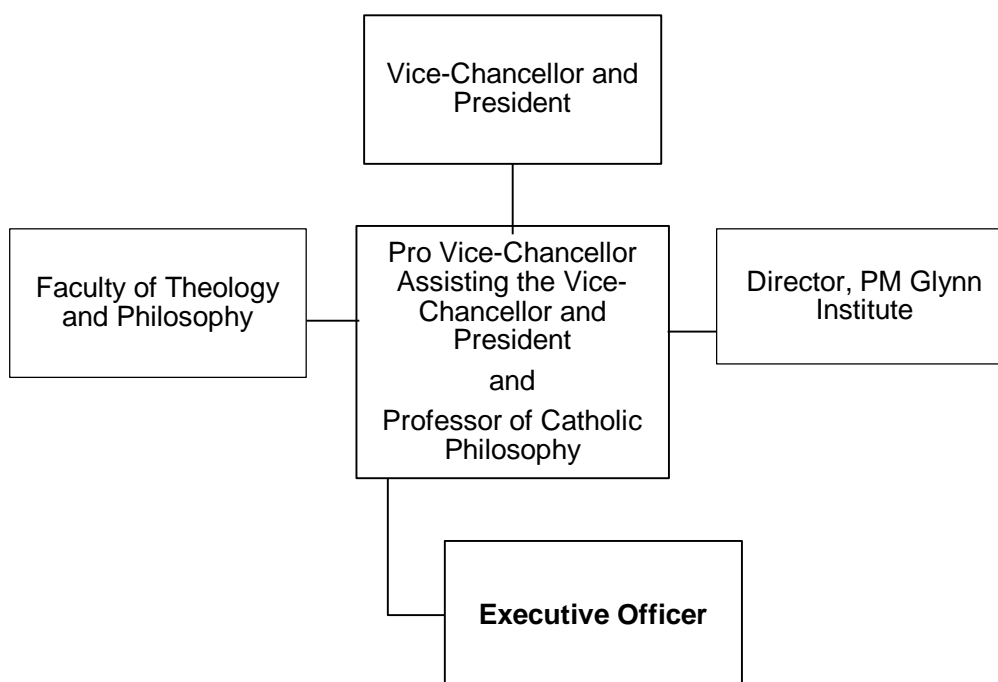
Decision Making / Authority to Act

- The Executive Officer operates under the general direction of the Pro Vice-Chancellor Assisting the Vice-Chancellor and Professor of Catholic Philosophy, exercising autonomy within established policies, procedures and guidelines.
- The position holder responds to enquiries on behalf of the Director where appropriate referring complex matters to the Director/supervisor.

Communication / Working Relationships

- The Executive Officer, OVCP, is the main point of contact for all enquiries addressed to the PVC.
- The Executive Officer will develop strong relationships with the OVCP team, offices of the Senior Executive Group, Office of the Vice President, PM Glynn team, Faculty of Theology and Philosophy and other key areas.

Reporting Relationships



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

SELECTION CRITERIA

Qualifications, skills, knowledge and experience

1.	Proven experience providing high level administrative support to senior management in a complex/national organisation.
2.	A relevant degree qualification in either philosophy, theology, humanities, law, Church administration with subsequent experience or in a Catholic agency.
3.	Strong written communication skills, including the ability to draft documents, proof-read and contribute towards presentation of reports.
4.	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.
5.	Ability to act with discretion and sensitivity and maintain confidentiality.
6.	Ability to use initiative, to anticipate requests and needs, to exercise good judgement, to provide reliable advice and deliver quality outcomes.
7.	High level of computer literacy and advanced user knowledge of Outlook and the Microsoft Office Suite.
8.	Ability to work proactively, productively and constructively in a team environment.
9.	Ability to prioritise tasks and work effectively under tight deadlines/timeframes.
10.	Office management experience including management of office records and files.

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

11.	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

12.	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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