

## POSITION DESCRIPTION

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|--|--|--------------------------------|----------------------------|
| <b>Position Title</b>                      | Administrative Officer   |                                |                            |
| <b>Organisational Unit</b>                 | Directorate Identity and Mission   |                                |                            |
| <b>Functional Unit</b>                     | Directorate Identity and Mission   |                                |                            |
| <b>Nominated Supervisor</b>                | Executive Officer, Directorate Identity and Mission / Academic Coordinator Catholic Programs |                                |                            |
| <b>Higher Education Worker (HEW) Level</b> | HEW 6  | <b>Campus/Location</b>         | Mackillop North.<br>Sydney |
| <b>CDF Achievement Level</b>               | 1 All Staff  | <b>Work Area Position Code</b> |                            |
| <b>Employment Type</b>                     | Full-time<br>0.6 Identity & Mission<br>0.4 Catholic Programs                                 | <b>Date reviewed</b>           | April 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](http://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.

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## **ABOUT THE DIRECTORATE OF IDENTITY AND MISSION**

The Directorate of Identity and Mission is responsible to the University community for programs and activities that engage, celebrate, and support the University community's development in and understanding of our Mission, Catholic identity, and living traditions. The Directorate is responsible for, among other things, staff and student Mission orientation, student Mission-based formation, staff development for Mission (formation), and support in Mission-based recruitment and induction of staff. The Directorate also serves as a resource for those wishing to better understand and explore the Catholic mission and identity of Australian Catholic University.

The Directorate collaborates across the ACU community to advance the Mission of the University through a number of distinct units.

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## **ABOUT CAMPUS MINISTRY**

Through Campus Ministry, the Directorate 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.

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, everyday.

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## **ABOUT THE INSTITUTE FOR ADVANCING COMMUNITY ENGAGEMENT**

The Institute for Advancing Community Engagement (IACE) facilitates University-community partnerships that enhance the wellbeing and dignity of people and their communities locally, nationally and internationally

## **ABOUT THE CENTRE FOR LITURGY**

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The ACU Centre for Liturgy seeks to promote, support and enhance the liturgical life of the Catholic Church in Australia and the region through tertiary education, scholarship and pastoral formation. It provides high-quality academic programs and research in liturgical studies and sacramental theology through ACU's Faculty of Theology and Philosophy and LaSalle Academy for Religious Education. It also provides practical professional training and development in liturgy and the sacred arts through ACU's Directorate of Identity and Mission. The ACU Centre for Liturgy operates under the auspices of the Directorate of Identity and Mission and cooperates with the Faculty of Theology and Philosophy in the delivery of academic programs in liturgy, sacraments and the sacred arts.

## **ABOUT ACADEMIC COORDINATOR CATHOLIC PROGRAMS**

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The Directorate is responsible for animating the Catholic Identity and Mission of the University to its staff and stakeholders through a range for staff induction and ongoing formation and professional development programs that engage staff in a deeper understanding and appreciation of the nature of Catholic higher education in general and the distinct Catholic identity and mission of ACU in particular.

## **POSITION PURPOSE**

The Administrative Officer is responsible for providing high level administrative support to the Directorate of Identity and Mission. The position provides administrative, secretarial and project support to facilitate the objectives of the Office of the Director Identity and Mission and the Academic Coordinator, Catholic Programs. The role is responsible for progressing workflow within the Office of the Director, Identity & Mission ensuring work is actioned within agreed timeframes.

## **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 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<br>( <a href="#">Capability Development Framework</a> )   | Scope of contribution to the University |                       |                             |                            |
|---|---|---|-----------------------|-----------------------------|----------------------------|
|   |   | Within the work unit or team<br>✓       | School or Campus<br>✓ | Faculty or Directorate<br>✓ | Across the University<br>✓ |
| <p>Provide secretarial and administrative support to the Academic Co-ordinator, Catholic Programs and Executive Officer, Identity &amp; Mission, including:</p> <ul style="list-style-type: none"> <li>Drafting correspondence and other documents</li> <li>Meeting preparation such as scheduling, agendas and minutes</li> <li>Servicedesk requests</li> <li>Travel arrangements</li> <li>Diary management</li> <li>Maintenance and ordering of office resources</li> <li>Provide documentation for meetings (prints out agendas, meeting papers, room bookings etc)</li> <li>Reception duties for the Office of the Director, Identity &amp; Mission</li> <li>Maintaining an efficient and effective filing system for the Office, both hard copy and electronic</li> <li>Any other duties as requested</li> </ul> | <ul style="list-style-type: none"> <li>Know ACU Work processes and systems</li> <li>Be responsible and accountable for achieving excellence</li> <li>Make informed Decisions</li> </ul> |   |                       |                             | ×                          |
| <p>Process accounts and monitor and maintain budgets and perform other finance responsibilities as required.</p>  | <ul style="list-style-type: none"> <li>Know ACU Work processes and systems</li> <li>Be responsible and accountable for achieving excellence</li> </ul>                                  |   |                       |                             | X                          |

| Key responsibilities specific to this position   | Relevant Core Competences<br>( <a href="#">Capability Development Framework</a> )  | Scope of contribution to the University |                    |                          |                         |
|--|--|---|--------------------|--------------------------|-------------------------|
|  |  | Within the work unit or team ✓          | School or Campus ✓ | Faculty or Directorate ✓ | Across the University ✓ |
| Design, produce and coordinate liturgical worship aids, brochures and flyers for events and projects such as: <ul style="list-style-type: none"> <li>• Directorate's annual conferences</li> <li>• National liturgical publications</li> <li>• Pilgrimages and journals</li> <li>• National Staff Catholic Projects</li> </ul> | <ul style="list-style-type: none"> <li>• Communicate with impact</li> <li>• Collaborate effectively</li> </ul>   |   |                    | X                        |                         |
| Contribute to the Directorate's project planning, administration and coordination of events nationally for activities that are sponsored or facilitated by the Directorate of Identity & Mission.  | <ul style="list-style-type: none"> <li>• Collaborate effectively</li> <li>• Make informed decisions</li> </ul>   |   |                    | X                        |                         |
| Provide administrative support to project work aligned with Identify and Mission and Catholic Programs objectives, including undertake report writing and research tasks as required.  | <ul style="list-style-type: none"> <li>• Know ACU Work processes and systems</li> <li>• Be responsible and accountable for achieving excellence</li> </ul> |   |                    |                          | X                       |
| Facilitate effective and proactive communication to build positive working relationships with internal and external stakeholders.  | <ul style="list-style-type: none"> <li>• Make informed decision</li> <li>• Communicate with Impact</li> </ul>  |   |                    |                          |                         |

| Key responsibilities specific to this position   | Relevant Core Competences<br>( <a href="#">Capability Development Framework</a> )   | Scope of contribution to the University |                       |                             |                            |
|--|---|---|-----------------------|-----------------------------|----------------------------|
|  |   | Within the work unit or team<br>✓       | School or Campus<br>✓ | Faculty or Directorate<br>✓ | Across the University<br>✓ |
| Contribute to the development of administrative processes to streamline and simplify workflows.  | <ul style="list-style-type: none"> <li>• Know ACU Work processes and systems</li> <li>• Be responsible and accountable for achieving excellence</li> <li>• Make informed Decisions</li> </ul> | X                                       |                       |                             |                            |
| Other responsibilities and duties as assigned by the Executive Officer, Identity & Mission and Academic Coordinator, Catholic Programs to support strategic and organisational unit goals. | <ul style="list-style-type: none"> <li>• Make informed Decisions</li> <li>• Be responsible and accountable for achieving excellence</li> <li>• Know ACU Work processes and systems</li> </ul> | X                                       |                       |                             |                            |

## HOW THE ROLE OPERATES

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### Key Challenges and Problem Solving

- Maintain relationships with multiple stakeholders, both internal and external
- Managing expectations and multiple activities with simultaneous timeframes
- Maintaining high levels of professional judgment and discretion
- Using initiative within the scope of the position

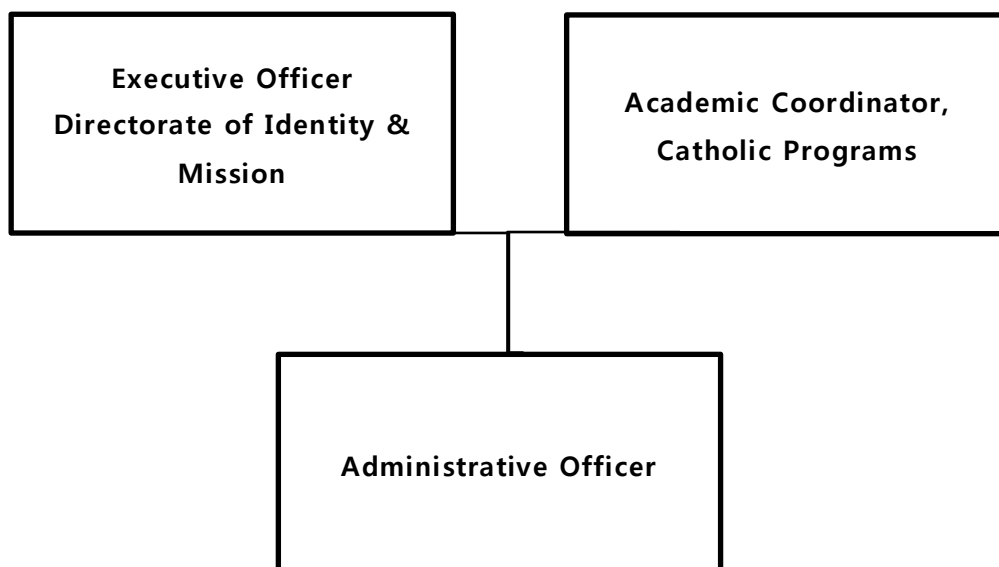
### Decision Making / Authority to Act

- The position holder is required to execute a level of personal judgment and be able to operate independently with an understanding of when to escalate issues.

### Communication / Working Relationships

- The position holder communicates internally with staff of the Directorate and liaises with internal and external University 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

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### Qualifications, skills, knowledge and experience

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| 1. | Completion of a relevant degree with subsequent relevant work experience in a similar position; or an equivalent combination of relevant experience and/or education/training. |
| 2. | Demonstrated knowledge of and experience in working effectively with Church agencies and organisation including appropriate use of terminology.                                |
| 3. | High level of computer literacy, sound working knowledge of Microsoft office including the capacity to use databases and corporate systems and social media.                   |

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

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|----|---|
| 4. | 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.   |
| 5. | Demonstrated ability to communicate with impact and purpose with internal and external stakeholders verbally and in writing including drafting and proofing documents, designing and producing flyers/brochures and publicity material to create positive impact and successful outcomes. |
| 6. | Demonstrated ability to plan work activity, work under pressure and prioritise time and resources using established processes and technology to achieve optimum efficiency and effectiveness.   |
| 7. | Demonstrated ability to work independently and collaborate effectively as part of a team to achieve individual and team goals.  |
| 8. | Deliver Stakeholder Centric Service: Keep stakeholder interests at the core of ACU business decisions and ACU service excellence as a top priority. See the <a href="#">ACU Service Principles</a> .  |

### Other attributes

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|----|--|
| 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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