

## POSITION DESCRIPTION

<b>Position Title</b>	Personal Assistant / Project Officer – Head, National School of Arts		
<b>Organisational Unit</b>	National School of Arts		
<b>Functional Unit</b>	Faculty of Education and Arts		
<b>Nominated Supervisor</b>	National Head of the School of Arts		
<b>Higher Education Worker (HEW) Level</b>	HEW 6	<b>Campus/Location</b>	North Sydney
<b>CDF Achievement Level</b>	1 All Staff	<b>Work Area Position Code</b>	
<b>Employment Type</b>	Fixed Term	<b>Date reviewed</b>	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](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.

## **ABOUT THE FACULTY OF EDUCATION AND ARTS**

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The Faculty of Education and Arts hosts the National School of Education, the National School of Arts, the LaSalle Academy and three vibrant, multidisciplinary research institutes: the Learning Sciences Institute of Australia, the Institute for Religion, Politics and Society, and the Institute for Social Justice. The Faculty is recognised nationally and internationally as a leader in teacher education, and for its rapidly rising profile in the humanities and social sciences, especially in the disciplines of History, Politics and Sociology. Operating across seven campuses including Adelaide, Ballarat, Brisbane, Canberra, Melbourne, North Sydney, Strathfield and our Rome campus in Italy, the Faculty is home to a lively, multicultural community of more than 12,000 students and offers an engaging program of teaching and research for students and staff. Through its research collaborations, student exchange programs and community engagement initiatives, the Faculty also has strong connections with international universities and an array of government, not-for-profit and private organisations.

### **LEARNING AND TEACHING**

The Faculty of Education and Arts offers inspiring teaching programs that enable students to reach their full professional and personal potential. Students are prepared for a diverse range of careers and are equipped with the skills to keep learning throughout their lives. The Faculty has a tradition of learning and teaching excellence with numerous award-winning university academics and teachers, innovative virtual and physical teaching spaces, and a supportive learning environment that recognises and rewards student achievement. The Faculty is acknowledged in the sector as a leader in learning and teaching, with a reputation for producing world-ready graduates who think critically and creatively and are guided by social justice principles.

The National School of Education is the largest provider of initial teacher education in Australia with a strong reputation for its high quality, work-ready graduates. Adding to its traditional strengths in early childhood, primary and secondary initial teacher education, the National School of Education's disciplines reflect key strengths in the areas of early childhood, mathematics and literacy education, the arts, science and technology, educational studies, teacher professional practice, assessment, educational leadership, religious education, Indigenous education, and wellbeing and inclusive education. These disciplines are evidenced both in the undergraduate programs and through its extensive postgraduate coursework programs with strong enrolments. The School also has a large number of students undertaking higher degree study through its Master of Education (Research), PhD and EdD programs.

The National School of Arts offers a diverse range of degree programs and disciplinary study that allow students to pursue their passions while developing key skills for the future workforce. The School offers its students significant opportunities for personal and professional growth through their studies in areas ranging from politics, history and sociology to drama, music, media and visual arts, all within the framework of ACU's unique commitment to social justice and the common good. With over twenty disciplinary options available within the School's degree programs, the National School of Arts is a thriving intellectual community with a track record of producing graduates of the future who are ethical, engaged and entrepreneurial in their approach to life and work.

### **RESEARCH**

The Faculty of Education and Arts has a vibrant research culture that puts a premium on high quality, socially engaged scholarship that has impact and makes a difference. In 2014 ACU implemented an ambitious university-wide research intensification strategy that has had a profound impact on the University's and Faculty's research profile. In the 2015 Excellence in Research for Australia (ERA) assessment, the Faculty was judged to be at or above world standard in Specialist Studies of Education; Curriculum and Pedagogy; Education Systems; Historical Studies; Politics and

International Relations; and Sociology. Home to the Learning Sciences Institute of Australia, the Institute for Religion, Politics and Society and the Institute for Social Justice, and to world-class scholars based in the two National Schools, the Faculty is committed to an ambitious research agenda addressing some of the key challenges of the 21<sup>st</sup> century.

## POSITION PURPOSE

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The Personal Assistant/Project Officer provides a range of administrative support to the Faculty of Education and Arts, principally by supporting the Head, National School of Arts. The incumbent will provide assistance by supporting a range of committees, working independently in key projects, undertaking general administration and progressing workflows associated with the Office of the Head. The project-based work will include responsibility for coordinating and/or assisting in the coordination of various projects and events in the National School of Arts.

The incumbent is required to take initiative within the scope of the position and have the skills to work independently and as a member of a national team. The role supports the growing project work and administration activity within the Faculty and, as a consequence, requires highly developed interpersonal skills, research capacities and customer service skills.

## 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 ( <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 ✓

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Provide efficient and effective executive support to the Head, including: <ul style="list-style-type: none"> <li>organising travel arrangements</li> <li>diary management</li> <li>preparing and distributing correspondence, meeting minutes and reports</li> <li>servicing relevant committees, functions and events</li> <li>monitoring the budget, transactions and timely acquittal of purchasing cards</li> </ul>	<ul style="list-style-type: none"> <li>Be responsible and accountable for achieving excellence</li> <li>Communicate with impact</li> </ul>			✓	
Undertake administrative support for the office of the Head, including maintenance and ordering of stationery, and day to day office management, this may require travel arrangements and associated activities for other members of staff	<ul style="list-style-type: none"> <li>Be responsible and accountable for achieving excellence</li> <li>Collaborate effectively</li> </ul>			✓	
Assist the Head with projects by undertaking research, collecting and compiling data and producing reports	<ul style="list-style-type: none"> <li>Be responsible and accountable for achieving excellence</li> <li>Communicate with impact</li> </ul>			✓	
Provide effective and proactive communication with staff across the Faculty, relevant University Directorates, and other stakeholders, within the scope of the position	<ul style="list-style-type: none"> <li>Deliver Stakeholder Centric Service</li> <li>Communicate with Impact</li> </ul>			✓	✓
Provide a professional and friendly customer service to students, staff, stakeholders and visitors	<ul style="list-style-type: none"> <li>Deliver Stakeholder Centric Service</li> <li>Communicate with Impact</li> </ul>			✓	

## HOW THE ROLE OPERATES

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### Key Challenges and Problem Solving

- Maintaining high levels of professional judgment, using initiative within the scope of the position
- Liaising extensively with both internal and external parties of the University
- Managing expectations and multiple priorities, often within tight timeframes

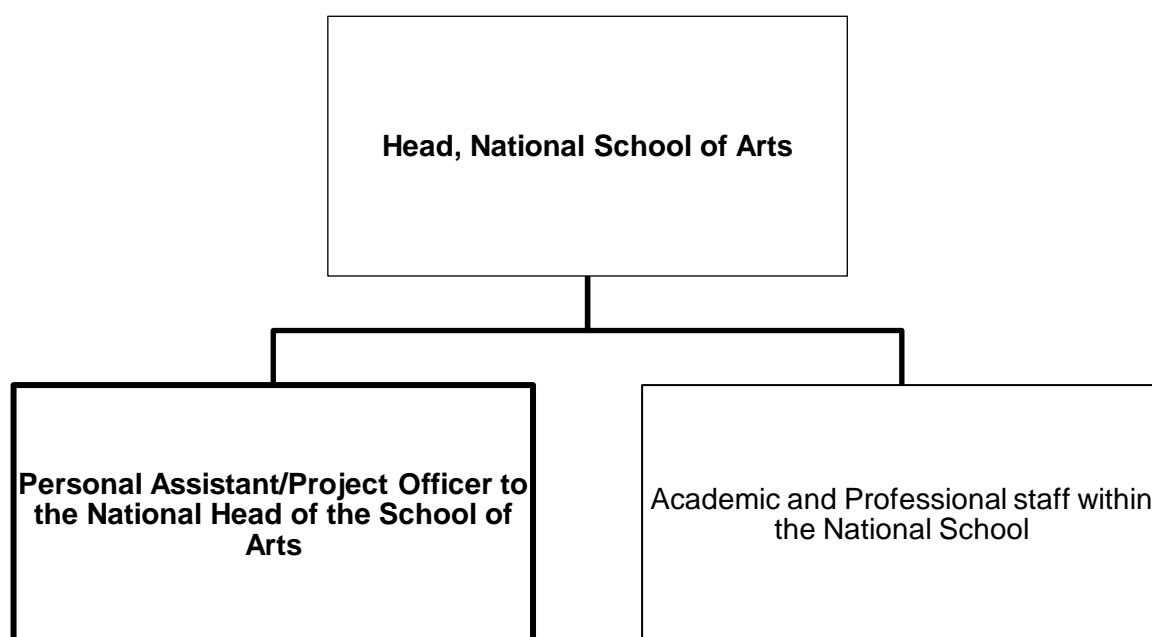
## Decision Making / Authority to Act

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

## Communication / Working Relationships

- The position holder liaises with internal and external stakeholders including staff, students, visitors and clients.
- The position holder manages enquiries from other organisations, students and members of the general public.
- The position holder may belong to a Faculty Administrative Network

## 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

1.	Relevant tertiary qualification and/or demonstrated experience in a position with similar responsibilities
2.	Excellent organisational and time management skills, with the ability to work under pressure, deal with multiple and urgent priorities and meet deadlines, with the ability to be flexible, proactive and responsive, and to work independently and as a productive member of a team
3.	Ability to use initiative and personal judgment
4.	High level of interpersonal skills, with the ability to interact with a diverse range of stakeholders of the organisation, both internal and external maintaining discretion and confidentiality
5.	Capability to assist in undertaking research, collecting and compiling data and producing reports
6.	Excellent verbal and written communication skills including demonstrated ability to draft and proof documentation with a high level of accuracy and attention to detail across a range of activities including committee support, data collection and maintenance of data bases
7.	High level of computer literacy and sound working knowledge of Microsoft Office including the capacity to use databases and corporate systems

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

8.	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**

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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