POSITION DESCRIPTION

Position Title	Student Enrichment Advisor		
Organisational Unit	Office of Student Success		
Functional Unit	Student Enrichment		
Nominated Supervisor	Student Enrichment Coordinator		
Higher Education Worker (HEW) Level	HEW 5	**Campus/Location**	Brisbane
CDF Achievement Level	1 All Staff	**Work Area Position Code**	11756
Employment Type	Full time, continuing	**Date reviewed**	May, 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 STUDENTS, LEARNING AND TEACHING PORTFOLIO

The Office of the Deputy Vice-Chancellor (Students, Learning and Teaching) is responsible for areas in the University that centre on activities relating to students, learning and teaching and the staff responsible for their delivery.

The Deputy Vice-Chancellor (Students, Learning and Teaching), supports the Vice-Chancellor in providing leadership of major students, learning and teaching activities of the University, including:

- First Peoples and Equity Pathways
- Library
- Learning and Teaching Centre
- Office of Student Success
- Student Engagement and Services
- Student Strategies

ABOUT THE OFFICE OF STUDENT SUCCESS

As part of the wider portfolio of Students Learning and Teaching, the Office of Student Success (OSS) provides students with support services to promote student engagement in university life; to provide opportunities for the development of student leadership; and to provide opportunities for students to develop graduate attributes making them career ready professionals. The Office of Student Success is also responsible for the support of the Student Associations including ACUNSA.

The Director, Office of Student Success manages and leads the professional support services for students which are delivered across the University. These services aim to provide every student with opportunities to assist them with achieving their academic and personal goals.

Student support is available through the following service areas:

- Academic Skills Unit
- Career Development Service
- Counselling Service
- Disability Services
- Student Enrichment Unit

The Office of Student Success also provides student programs for whole of life formation through leadership opportunities which promote the development of character, responsibility, integrity, motivation, humility, spirituality, service and compassion for others.

- PASS (Peer Assisted Study Sessions)
- Membership of the Golden Key International Society
- Early Achievers' Program
- ACU Student Choirs

POSITION PURPOSE

The Student Enrichment Advisor will offer a range of programs, events and activities that will encourage a sense of belonging to an inclusive and diverse community, engage the ACU community in its commitment to justice, equity and the common good, foster an appreciation of the sacred in life with particular focus on the Catholic tradition, and uphold the dignity and well-being of each member of the ACU community.

The Student Enrichment Advisor will perform tasks related to the delivery of transition and co- curricular programs for students. The Student Enrichment Advisor will work closely with key stakeholders to organise and promote transition and student enrichment programs, events and activities to enhance the student experience on each campus.

This position reports to the Student Enrichment Coordinator, who will provide broad direction and guidance as required. The Student Enrichment Coordinator will be responsible for planning, prioritising, assigning, supervising and reviewing work of the Student Enrichment Advisors and Assistants.

The Student Enrichment Advisor will need to be able to work flexible hours including evening and weekends where applicable.

Some local and interstate travel maybe required.

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 ✓
• Participate at a national level in the planning of the yearly Orientation Program and plan and deliver the local Orientation program by working closely with key stakeholders.	• Be Responsible and Accountable for Achieving Excellence • Know ACU Work Processes and Systems • Communicate with Impact				✓
• Supervise student volunteers and assist student leaders in their planning, event management and in developing their leadership skills.	• Deliver Stakeholder Centric Service • Be Responsible and Accountable for Achieving Excellence • 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 ✓
• Develop positive and effective working relationships with campus partners, including students, to deliver successful orientation, transition and student enrichment programs within budget.	• Be Responsible and Accountable for Achieving Excellence • Collaborate Effectively • Make Informed Decisions				✓
• Implement the Clubs and Society Framework on the local campus and provide the necessary advice, support and oversight to clubs on campus to assist them to succeed in line with the relevant policies and procedures.	• Deliver Stakeholder Centric Service • Collaborate Effectively • Be Responsible and Accountable for Achieving Excellence				✓
• Assist the local Student Association in the planning and delivery of student events. Provide advice regarding ACU policy and processes and ensure risk management documentation is completed to expected standard and arrange sign off prior to each event taking place.	• Know ACU Work Processes and Systems • Be Responsible and Accountable for Achieving Excellence • Collaborate Effectively	✓			
• Offer a coordinated program of events to enhance the student experience and help students engage with their peers and develop their graduate attributes. This includes facilitating programs and arranging logistics of lessons, programs and enrichment activities.	• Be Responsible and Accountable for Achieving Excellence • Collaborate Effectively • Communicate with Impact				✓
• Assist the Student Enrichment Coordinator with the development and maintenance of marketing and publications for programs and events, including website and social media content, electronic communications and all print materials in line with the Student Communication Strategy. Ensure communications are implemented at the local level.	• Be Responsible and Accountable for Achieving Excellence • Collaborate Effectively • Know ACU Work Processes and Systems	✓			

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 ✓
• Liaise with residential Advisors and residential coordinators to promote activities and programs to students living in the ACU Living and Learning Communities.	• Be Responsible and Accountable for Achieving Excellence • Collaborate Effectively • Make Informed Decisions		✓		
• Ensure all activities are held in accordance with university standards and policies. Report workplace incidents and hazards and/or implement immediate action for identified hazards if able to do so.	• Know ACU Work Processes and Systems • Be Responsible and Accountable for Achieving Excellence • Deliver Stakeholder Centric Service	✓			
• Provide the necessary support and direction to the student enrichment assistants to help them succeed	• Deliver Stakeholder Centric Service • Be Responsible and Accountable for Achieving Excellence	✓			
• Arrange program and event evaluations and recommend actions/changes based on participant and stakeholder feedback.	• Deliver Stakeholder Centric Service • Be Responsible and Accountable for Achieving Excellence	✓			
• Other duties as directed by the Student Enrichment Coordinator.	• Be Responsible and Accountable for Achieving Excellence				✓

HOW THE ROLE OPERATES

Key Challenges and Problem Solving

- Ability to collaborate with others to ensure smooth operations on a local level.
- To offer relevant programs and activities suitable for students and to offer these at times that will achieve the highest participation rate.
- Implement national events, programs and competitions on a local level, ensuring student interest and buy-in.

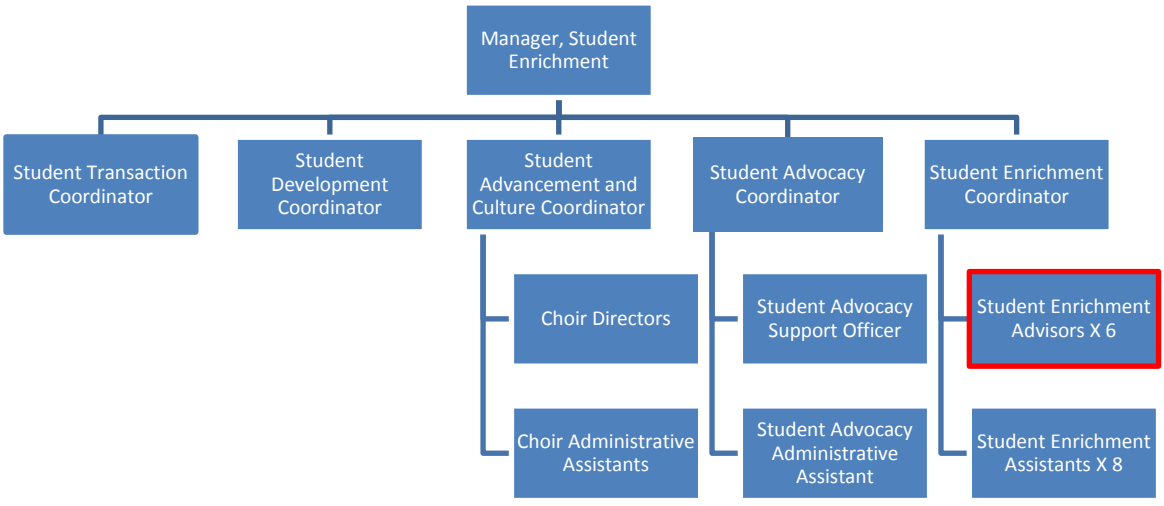
Decision Making / Authority to Act

- The position holder responds to routine enquiries, referring more complex matters to the nominated supervisor. Procedure manuals, ACU policies and guidelines assist the position holder with routine enquiries.
- The positon holder works under the supervision of the Student Enrichment Coordinator.

Communication / Working Relationships

- The position holder liaises with internal and external stakeholders to arrange meetings, programs, events and other stakeholder engagement activities.
- The position holder communicates internally with staff and clients and is responsible for communicating policies, procedure, initiatives and direction consistent with guidelines and relevant policy to those delivering the services.

Reporting Relationships



For further information about structure of the University refer to the organisation chart.

SELECTION CRITERIA

Qualifications, skills, knowledge and experience

1.	Relevant tertiary qualifications, preferably in education or marketing, coupled with relevant experience (e.g. event management, and managing program budgets).
2.	Demonstrated understanding of student development and engagement principles in the tertiary sector and major factors that influence this area.
3.	Demonstrated experience in a higher education setting delivering programs designed to increase student development and engagement including experience with the creation and start-up of new, innovative programs and risk management principles.
4.	Self-motivated team player with demonstrated ability to effectively plan work activity, prioritise time and resources using established processes and technologies to achieve optimum efficiency and effectiveness

Core Competencies (as per the Capability Development Framework)

5.	Demonstrate confidence and courage to achieve ACU's Mission, Vision and Values by connecting the purpose of one's work to ACU's Mission, Vision and Values.
6.	Demonstrated track record in keeping stakeholder interests at the core of business decisions and service excellence as a top priority. See the ACU Service Principles.
7.	Demonstrated capacity to work collaboratively internally and externally to capitalise on all available expertise in pursuit of excellence.
8.	Demonstrated ability to communicate effectively with staff at all levels, including stakeholders external to the organisation, to provide an excellent client service and meet organisational objectives
9.	Demonstrated ability to coach and develop self and others (including student volunteers) through setting clear expectations, managing performance and developing required capabilities to establish a culture of learning and improvement

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.	Some flexibility in working hours is required to attend functions held outside standard business hours and at offsite locations. Some local and interstate travel is required.