

POSITION DESCRIPTION

Position Title	Administration Officer		
Organisational Unit	Faculty of Education & Arts		
Functional Unit	School of Arts VIC		
Nominated Supervisor	Deputy Head of Arts, VIC		
Higher Education Worker (HEW) Level	HEW 5	Campus/Location	Melbourne (St Patricks)
CDF Achievement Level	1 All Staff	Work Area Position Code	10132
Employment Type	Full-time, Continuing	Date reviewed	February 2014

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 FACULTY OF EDUCATION AND ARTS

The Faculty of Education and Arts (FEA) operates across six of the University's campuses, making it home to a vibrant multicultural community of students enrolled in undergraduate and graduate entry preservice education programs, a wide range of arts courses and postgraduate and research programs.

The Faculty comprises:

- Two (2) National Schools – the National School of Education and the National School of Arts;
- The La Salle Academy of Religious Education, and
- The National Centre for Teacher Quality and Leadership.

The Faculty is recognised nationally and internationally as a leader and driver of education and arts and for its outstanding graduates and staff who, through their research and teaching, lead and transform their communities. It has a strong national framework that is implemented to address different local contexts.

The Faculty has extensive partnerships with industry, community groups and government bodies nationally and internationally. It is committed to capitalizing on the collective education and arts research strengths that come from working collegially across campuses.

Research interest groups, mentor and course/unit development encourage academic staff from all campuses to collaborate.

LEARNING AND TEACHING

The Faculty of Education and Arts offers highly flexible national, online and multimodal programs where students can discuss, debate and analyse in virtual classrooms. Students have opportunities to address real situations through professional and community experiences. It is recognised not only for its supportive and nurturing learning environment, but also for its ability to prepare graduates who think critically, who are guided by social justice principles and are highly valued by the professions.

Adding to its traditional strengths in primary and secondary teacher education, the education disciplines reflect key strengths in the areas of early childhood, mathematics and literacy education, assessment, educational leadership, religious education and wellbeing and inclusive education.

The Arts disciplines prepare graduates to be critical thinkers and global citizens. The disciplines include Drama, Economics, Creative Arts, Humanities, International Development and Global Studies and the Social Sciences.

RESEARCH

ACU is committed to creating a specialized, growing and well-regarded research environment. In response to the changing environment of the Higher Education sector and the aim of positioning ACU to realise its Strategic Plan goals, the University has prioritised the intensification of research over the next five years in order to achieve improved performance in priority research areas that results in improved University ERA results and overall research rankings.

In 2014, as part of the initial stage of research intensification, the Faculty established two world class research institutes; the Learning Sciences Institute Australia and the Institute for Social Justice. These institutes comprise a concentration of high quality, priority research programs with national and international reach. This initiative is underpinned by significant strategic investment. Research strengths in the arts are a priority for the Faculty.

Academics in the Faculty also undertake scholarly inquiry into learning and teaching, in higher education, schooling and community settings.

POSITION PURPOSE

The Administrative Officer provides a range of administrative support to the Deputy Head of School, National School of Arts Vic and is a member of the administrative team that supports the work of the School. The incumbent undertakes general administration and is instrumental in progressing workflows to ensure the effective operation of the School.

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 ✓
Manage the administration and support functions within the School, ensuring compliance with University policy, accuracy and completeness of documentation.	<ul style="list-style-type: none"> Know ACU Work Processes and Systems Deliver Stakeholder Centric Service 		✓		
Provide administrative support and assistance to the Deputy Heads of School, Course Coordinators, academic staff and other administrative staff to help ensure the smooth operational running of the School.	<ul style="list-style-type: none"> Know ACU Work Processes and Systems Deliver Stakeholder Centric Service Be Responsible and Accountable for Achieving Excellence 		✓		
Co-ordinate various School Committees, seminars and other functions. Support the work of School committees via development of agenda, papers, minute taking and coordination of action items.	<ul style="list-style-type: none"> Know ACU Work Processes and Systems Deliver Stakeholder Centric Service 		✓		
Be the initial point of contact for resolving IT and other technological issues, prior to referral to the Servicedesk – also order and maintain School supplies and equipment. Support new staff in securing IT access, keys and be point of first contact for Campus Concierge on a range of facilities issues.	<ul style="list-style-type: none"> Know ACU Work Processes and Systems 		✓		
Provide effective financial services including purchasing, preparing invoices for payment, reconciliation of the School Visa card, administration of funds signed off by the Deputy Head of Arts Vic	<ul style="list-style-type: none"> Know ACU Work Processes and Systems 		✓		
Develop and maintain databases as required to ensure currency and accuracy of the information within.	<ul style="list-style-type: none"> Know ACU Work Processes and Systems 		✓		
Co-ordination of meetings, including room bookings, catering, preparation and issuing of meeting documentation, including taking minutes of meetings	<ul style="list-style-type: none"> Deliver Stakeholder Centric Service 		✓		

HOW THE ROLE OPERATES

Key Challenges and Problem Solving

- Implement effective processes to ensure accurate data and file management for School records.
- Provide advice to staff on policy, procedural and administrative matters.

- Work closely with the Head of School in liaising with and responding to a range of queries from internal and external stakeholders,

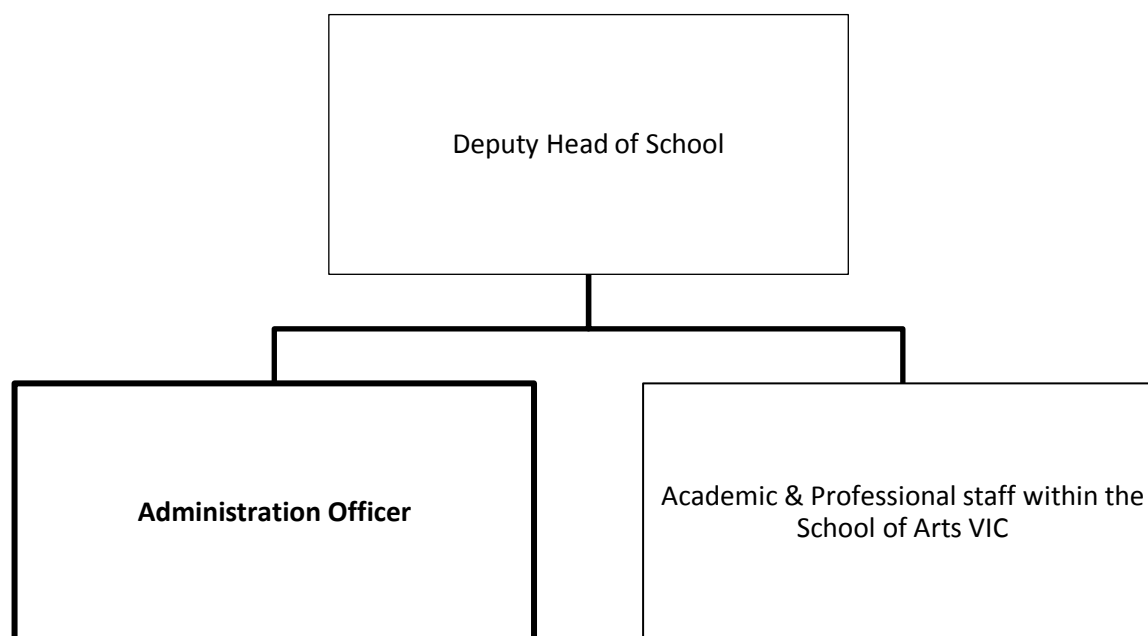
Decision Making / Authority to Act

- The position holder provides advice and recommendations on administrative and policy matters in response to queries raised in the School.
- The position holder responds to routine enquiries, seeking advice and feedback on more complex matters from senior staff in the School, peers from the Schools within the Faculty and staff from the Office of the Executive Dean. Procedure manuals and guidelines also assist the position holder with routine enquiries

Communication / Working Relationships

- The position holder communicates internally with staff and is responsible for communicating policies, procedure, initiatives and direction consistent with guidelines and relevant legislation to those delivering the services
- The position holder liaises with internal and external stakeholders to arrange meetings and also provides and receives information for the Head of School. The position holder also manages phone enquiries from other organizations, students and members of the general public

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 qualification or an appropriate combination of training and relevant experience, preferably within a tertiary institution.
2.	Demonstrate experience supporting financial management activities
3.	Demonstrated high level computer skills, particularly competency in Microsoft Word, Excel and Access and capacity to gain skills in University software programs
4.	Demonstrated ability to effectively communicate verbally and in writing, with staff at all levels, including stakeholders external to the organization.
5.	An ability to use initiative and work collaboratively in a team environment to capitalise on all available expertise to deliver a stakeholder centric service.
Core Competencies (as per the Capability Development Framework)	
6.	Live ACU's Mission, Vision and Values: 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.
7.	An ability to take personal accountability for achieving high quality outcomes, keeping stakeholder interests at the core of business decisions in order to achieve organisational objectives and service excellence. See the ACU Service Principles .
8.	Demonstrated ability to effectively plan work activity, prioritise time and resources using established processes and technologies to achieve optimum efficiency and effectiveness.
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.
Desirable	
1.	Knowledge of procedures and operations in a tertiary institution.