

## POSITION DESCRIPTION

|  |                                 |                                |   |
|--|---------------------------------|--------------------------------|---|
| <b>Position Title</b>                      | Student Development Coordinator |                                |   |
| <b>Organisational Unit</b>                 | Office of Student Success       |                                |   |
| <b>Functional Unit</b>                     | Student Enrichment              |                                |   |
| <b>Nominated Supervisor</b>                | Manager, Student Enrichment     |                                |   |
| <b>Higher Education Worker (HEW) Level</b> | HEW 8                           | <b>Campus/Location</b>         | Brisbane, Melbourne, North Sydney, Ballarat, Canberra, Strathfield. |
| <b>CDF Achievement Level</b>               | 1 All Staff                     | <b>Work Area Position Code</b> | 11696   |
| <b>Employment Type</b>                     | Full-time, Continuing           | <b>Date reviewed</b>           | March 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.

## ABOUT THE OFFICE OF STUDENT SUCCESS

As part of the wider portfolio of Students, Learning and Teaching, the Office of Student Success provides students with the necessary support services to promote student engagement in university life; to provide opportunities for the development of student leadership; to implement programs to increase retention and success, and to develop students who are recognized as work ready professionals. The services provided respond to individual needs and at the same time enhance the supportive framework of the University. Through the provision of quality support services and programs and learning opportunities students are able to develop to their full potential and to develop graduate attributes which shape them as future contributors to the good of society.

## ABOUT THE STUDENT ENRICHMENT UNIT

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The Student Enrichment Unit seeks to contribute to the implementation of the ACU mission through the development of a rich, enjoyable and diverse campus culture. One focus area of the Unit is developing and supporting current and potential student leaders.

## POSITION PURPOSE

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The Student Development Coordinator provides opportunities for students to develop their graduate attributes through leadership development. The position supports and works closely with the student leaders of clubs, societies and associations, providing guidance, direction and opportunities to acquire skills and competencies for work readiness.

The Student Development Coordinator will need to be able to travel and to work flexible hours including evening and weekends when needed.

## 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            | School or Campus | Faculty or Directorate | Across the University |
| Lead and develop a suite of national student development programs that assist student leaders to develop graduate attributes and succeed in their roles.  | <ul style="list-style-type: none"> <li>Be Responsible and Accountable for Achieving Excellence</li> <li>Deliver Stakeholder Centric Service</li> <li>Know ACU Work Processes and Systems</li> </ul> |   |                  |                        | ✓                     |
| Lead the implementation of the University's national non-sporting clubs and societies framework, ensuring all clubs and societies maintain compliance with the framework. This involves appropriately managing the operations and associated risks of clubs and societies.          | <ul style="list-style-type: none"> <li>Be Responsible and Accountable for Achieving Excellence</li> <li>Know ACU Work Processes and Systems</li> <li>Collaborate Effectively</li> </ul>             |   |                  |                        | ✓                     |
| Contribute to knowledge sharing and capacity building within the Student Enrichment Unit to ensure high quality support, advice and information is provided to student association leaders and that risks are appropriately managed.  | <ul style="list-style-type: none"> <li>Be Responsible and Accountable for Achieving Excellence</li> <li>Deliver Stakeholder Centric Service</li> <li>Coach and Develop</li> </ul>                   | ✓                                       |                  |                        |                       |
| Provide comprehensive direction and guidance to student association leaders for a range of activities including: <ul style="list-style-type: none"> <li>the development of internal governance processes and procedures;</li> <li>the development of business processes.</li> </ul> | <ul style="list-style-type: none"> <li>Deliver Stakeholder Centric Service</li> <li>Know ACU Work Processes and Systems</li> <li>Communicate with Impact</li> </ul>                                 |   |                  | ✓                      |                       |
| Contribute to the development and implementation of policies, processes and procedures related to the financial management, distribution and access to budgets, risk management, professional development and travel of student association leaders.                                | <ul style="list-style-type: none"> <li>Be Responsible and Accountable for Achieving Excellence</li> <li>Collaborate Effectively</li> <li>Know ACU Work Processes and Systems</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            | School or Campus | Faculty or Directorate | Across the University |
| Provide recommendations to the Manager, Student Enrichment to improve the delivery and management of student development programs and student association and clubs and society activities.   | <ul style="list-style-type: none"> <li>Collaborate Effectively</li> <li>Communicate with Impact</li> <li>Be Responsible and Accountable for Achieving Excellence</li> </ul>                         | ✓                                       |                  |                        |                       |
| Develop, review and implement a range of resources to support the development and management of clubs and societies, including quick reference guides and website material.   | <ul style="list-style-type: none"> <li>Be Responsible and Accountable for Achieving Excellence</li> <li>Make Informed Decisions</li> <li>Know ACU Work Processes and Systems</li> </ul>             |   |                  |                        | ✓                     |
| Manage the University's national radio station, ACU Wired, to ensure effective broadcasting takes place nationally. This involves: <ul style="list-style-type: none"> <li>The development of training, workshops and professional development for staff and students; and</li> <li>Supervising staff and student volunteers.</li> </ul> | <ul style="list-style-type: none"> <li>Be Responsible and Accountable for Achieving Excellence</li> <li>Deliver Stakeholder Centric Service</li> <li>Know ACU Work Processes and Systems</li> </ul> |   |                  |                        | ✓                     |
| Contribute to the planning and delivery of the ACU Orientation Program at both a national and local level.  | <ul style="list-style-type: none"> <li>Be Responsible and Accountable for Achieving Excellence</li> <li>Deliver Stakeholder Centric Service</li> <li>Know ACU Work Processes and Systems</li> </ul> |   |                  |                        | ✓                     |
| Develop and oversee the establishment of promotional material and marketing collateral at a national level for a range of Student Development and student led initiatives.  | <ul style="list-style-type: none"> <li>Apply Commercial Acumen</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            | School or Campus | Faculty or Directorate | Across the University |
| Participate and contribute to local and national committees, meetings and events as requested by the Manager, Student Enrichment. | <ul style="list-style-type: none"> <li>Collaborate Effectively</li> <li>Communicate with Impact</li> <li>Be Responsible and Accountable for Achieving Excellence</li> </ul>             |   |                  |                        | ✓                     |
| Responsible for the financial management of the Student Development budget.   | <ul style="list-style-type: none"> <li>Apply Commercial Acumen</li> <li>Be Responsible and Accountable for Achieving Excellence</li> <li>Know ACU Work Processes and Systems</li> </ul> | ✓                                       |                  |                        |                       |
| Support the Student Elections Returning Officer during the student elections.   | <ul style="list-style-type: none"> <li>Collaborate Effectively</li> <li>Be Responsible and Accountable for Achieving Excellence</li> <li>Know ACU Work Processes and Systems</li> </ul> |   |                  |                        | ✓                     |

## HOW THE ROLE OPERATES

### Key Challenges and Problem Solving

- Develop resources, processes and procedures to increase student development and engagement while appropriately managing risk.
- Implement and enforce new governing frameworks, ensuring all student groups are compliant with the requirements of the relevant governing frameworks.
- Provide high quality, timely advice to student leaders on a range of complex matters often in response to emotionally charged situations.
- Ensure national consistency and quality of service delivery across a range of activities and campuses.
- Implement new activities and programs that satisfy a large and diverse group of students within budget.
- Coordinate a range of programs, activities and events nationally.

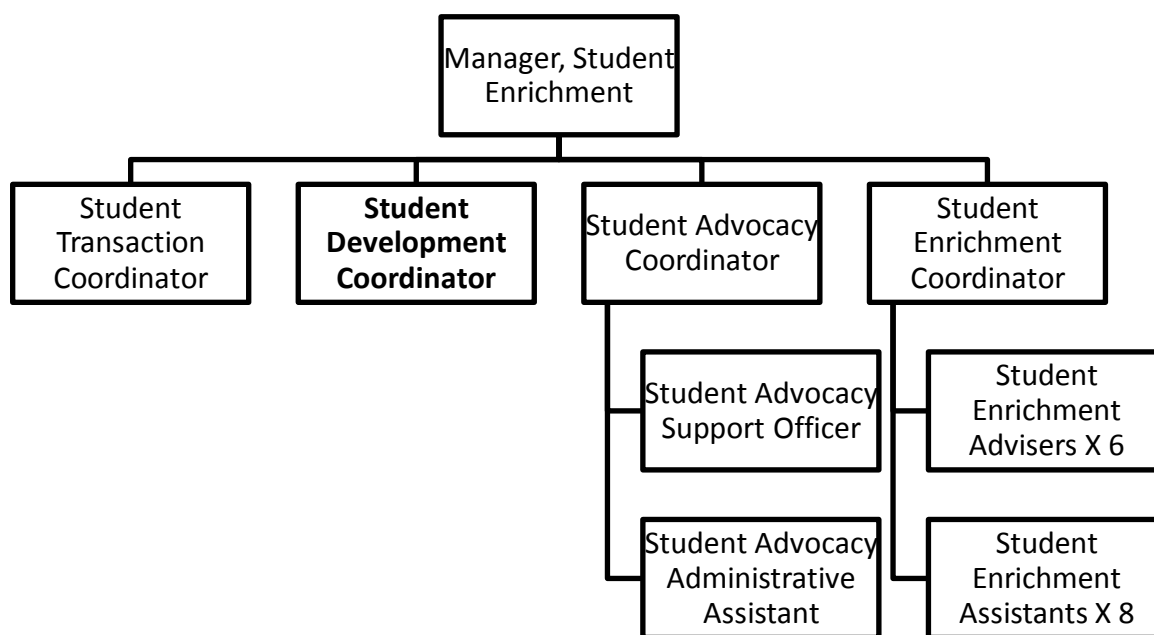
## Decision Making / Authority to Act

- The position holder resolves complex problems independently and exercises judgment in consideration of complex matters.
- The position holder has autonomy in the day-to-day management of administrative aspects of the role, referring more complex matters to the Manager, Student Enrichment.
- The position holder recommends improvements to processes and procedures and implements changes with approval from the Manager, Student Enrichment.

## Communication / Working Relationships

- The position holder communicates internally with staff and students and is responsible for communicating policies, procedures, initiatives and direction consistent with established guidelines.
- The position holder liaises with student leaders and communicates complex policies, procedures and guidelines to students.
- The position holder reports to the Manager, Student Enrichment who provides broad direction and guidance as requested.

## 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. | Tertiary qualifications in Education, Student Development, Leadership Development or related field and demonstrated experience in leading and managing student leadership and development programs. |
| 2. | Demonstrated experience designing, facilitating and evaluating student leadership and training programs in a tertiary context. Experience in remote program management will be highly regarded.     |
| 3. | Ability to build and maintain professional relationships and apply a solution focused approach in responding to complex and emotionally charged situations.   |
| 4. | Demonstrated project management skills and experience.  |

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

|    |   |
|----|---|
| 5. | 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.   |
| 6. | Demonstrated commitment to delivering stakeholder centric services and keeping stakeholder interests at the core of business decisions to maintain service excellence. See the <a href="#">ACU Service Principles</a> . |
| 7. | An ability to work collaboratively with internal and external stakeholders to capitalise on all available expertise to deliver a stakeholder centric service.   |
| 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. |
| 10. | 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.   |