

**POSITION DESCRIPTION**

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| **Position Title** | Coordinator, Foundation Studies |
| **Organisational Unit** | Global and Education Pathways |
| **Functional Unit** | Education Pathways |
| **Nominated Supervisor** | National Manager, Foundation Studies |
| **Higher Education Worker (HEW) Level** | HEW 7 | **Campus/Location** | North Sydney and Blacktown |
| **CDF Achievement Level** | 1 All Staff | **Work Area Position Code** | #10609964 |
| **Employment Type** | Full-time, Continuing | **Date reviewed** | August 2020 |

**ABOUT AUSTRALIAN CATHOLIC UNIVERSITY**

Mission Statement: *Within the Catholic tradition and acting in truth and Love, Australian Catholic University is committed to the pursuit of knowledge of the human person and the common good.*

At ACU we pride ourselves on offering a welcoming environment for everyone. At the same time, we are a university committed to standing for something clear. We stand for people in need and causes that matter. ACU’s Mission is central to the University and informs every area – integrating the dignity of the human person, the common good, and ethical and social justice considerations into our core activities of student learning and teaching, research and service.

We are a publicly funded university which has grown rapidly over the past few years. We’re young, but we are making our mark; ranking among the top universities worldwide. We have got seven campuses around Australia, more than 200 partner universities on six continents, and a campus in Rome, Italy.

We know that our people make us a university like no other. It’s your values, actions and passion that makes the difference. Whatever role you may play in our organisation: it’s what you do that defines who we are.

We value staff, offering excellent leave and employment conditions, and foster work environments where they have the ability to grow and develop. We continue to invest in our facilities and workplaces, and actively involve staff in shaping the future direction of the organisation.

In order to be agents of change in the world, we all need to see life through the eyes of others. We believe that our role as a university is to inspire and equip people to make a difference – and that means cultivating their ability to act and think empathetically.

The structure to support this complex and national university consists of:

* Provost and Deputy-Vice Chancellor (Academic)
* Chief operating Officer & Deputy Vice-Chancellor (Administration)
* Deputy Vice-Chancellor (Education and Innovation)
* Deputy Vice-Chancellor (Coordination)
* Vice President

Each portfolio consists of a number of Faculties, research Institutes or Directorates. The Vice President drives both the Identity and the [Mission](https://www.acu.edu.au/about-acu/mission-identity-and-values) of the University.

**ABOUT GLOBAL AND EDUCATION PATHWAYS**

Reporting to the Provost, the Global and Education Pathways portfolio, is responsible for the development and implementation of the University’s strategic priorities in a number of key areas.  Driving excellence, through its three key units, ACU International, Education Pathways and the ACU College, Global and Education Pathways has specific responsibility for the University’s Global Strategy and Widening Participation Strategy.

**Education Pathways** is responsible for access, pathways, transition and student experience of commencing domestic and international students across all ACU campuses.  The unit supports a range of ACU institutional strategies and strategic priorities led by the Office of the Provost. Education Pathways provide access to, participation and success in tertiary education for a range of student cohorts, including equity groups, school and non-school leavers.

Education Pathways has national responsibility for the ACU Centre for Languages, Equity Pathways, the Foundation Studies Program, Diploma of Languages and Student Transition and Retention. Education Pathways is on a growth trajectory through the delivery of high-quality pathways, including future diplomas supporting ACU enrolment targets and strategic growth.

**POSITION PURPOSE**

This position is responsible for the coordination of the delivery of Foundation Studies domestic and international pathway programs on Blacktown (domestic) and North Sydney (international) campuses. The role provides leadership to the teaching team, supports the National Manager, Foundation Studies to ensure the quality, on-going development and consistency of the courses across the ACU campuses and undertakes specific Foundation Studies and Pathways developmental projects that facilitate ACU's Global Strategy.

**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 2020 - 2023
* 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](https://staff.acu.edu.au/tools_and_services/learning-and-development/capability-development-framework-development-guide) 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**](https://staff.acu.edu.au/tools_and_services/learning-and-development/capability-development-framework-development-guide)**)** | **Scope of contribution to the University** |
| --- | --- | --- |
| Within the work unit or team | School or Campus | Faculty or Directorate | Across the University |
| * Coordinate the delivery of Foundation Studies on the relevant campuses, and implement administrative operations and processes in accordance with University Academic Regulations
 | * Be Responsible and Accountable for Achieving Excellence
* Know ACU Work Processes and Systems
* Make Informed Decisions
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| * Source qualified teachers with academic backgrounds and experience appropriate to the Foundation Studies domestic and international units
 | * Make Informed Decisions
* Apply Commercial Acumen
* Coach and Develop
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| * Provide day-to-day advice and support to Foundation Studies teachers; identify teacher professional development needs and plan workshops and presentations to meet those needs in consultation with the National Manager
 | * Coach and Develop
* Communicate with Impact
* Adapt to and Lead Change
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| * Provide educational advice to Foundation Studies students, monitor academic progress and refer students to appropriate University support services
 | * Deliver Stakeholder Centric Service
* Know ACU Work Processes and Systems
* Collaborate Effectively
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| * Work collaboratively with the National Manager, Foundation Studies and teaching teams across all campuses to ensure the development and delivery of consistent, high quality pathway programs
 | * Collaborate Effectively
* Deliver Stakeholder Centric Service
* Be responsible and Accountable for Achieving Excellence
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| * Support the collaborative review and development of curriculum for Foundation Studies programs, based on the ongoing evaluation of student and faculty needs, derived through feedback from students and from Pathways and Faculty staff
 | * Adapt and Lead Change
* Collaborate Effectively
* Be responsible and Accountable for Achieving Excellence
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| * Undertake specific Pathways developmental projects aimed at enhancing the unit offerings and student and staff experience as requested by the National Manager, Foundation Studies and Director, Pathways
 | * Live ACU’s Mission, Vision and Values
* Adapt and Lead Change
* Collaborate Effectively
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**HOW THE ROLE OPERATES**

**Key Challenges and Problem Solving**

* Communicate effectively with both international and domestic students whose expectations of university study may be both different to each other and from those of the university. This may particularly be the case in relation to independent study, time management and a regulations-based academic management system.

**Decision Making / Authority to Act**

* The position holder has substantial autonomy in the day-to-day management of Foundation Studies on their particular campuses, including sourcing and allocating qualified teachers to deliver each unit, inducting, supporting and providing professional development for those teachers.
* The position is responsible for providing information and advice to Foundation Studies students, who rely heavily on the support provided to assist them to make the transition to university study.
* The position holder is guided by the National Manager, Foundation Studies and may seek advice from senior managers and the Director within ACU Pathways at any time.

**Communication / Working Relationships**

* The position holder will be required to communicate and collaborate with their counterparts on other campuses (where relevant) and to respond to direction from the National Manager, Foundation Studies, or from within ACU Pathways, in order to deliver Foundation studies in accordance with University policies and regulations and in accordance with the requirements of the [National Standards for Foundation Studies Programs.](https://internationaleducation.gov.au/Regulatory-Information/Education-Services-for-Overseas-Students-ESOS-Legislative-Framework/ESOS-Regulations/Documents/FP_Standards_pdf.pdf)
* The position holder communicates internally with Foundation Studies teachers and is responsible for communicating policies, procedure, initiatives and direction consistent with guidelines and relevant legislation to those delivering Foundation Studies.
* The position holder communicates with relevant Faculty and collects feedback that will be used in the continual development and improvement of Foundation Studies and advocates within the wider university on behalf of Foundation Studies students so that the perspectives of these students are better understood, and effective communication is facilitated.

**Reporting Relationships**

For further information about structure of the University refer to the [organisation chart.](https://www.acu.edu.au/-/media/feature/pagecontent/richtext/about-acu/leadership-and-governance/_docs/organisational-structure-chart.pdf?la=en&hash=E358CE0B18ABAE0FE69911F921269D1A)

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**QUALIFICATIONS AND CAPABILITY OF THE POSITION HOLDER**

This section sets out the qualifications, skills, knowledge, experience and competencies expected of the position holder, collectively referred to as ‘qualifications and capability’. These are informed by the key responsibilities of the role and the Core Competencies set out in the [Capability Development Framework](https://staff.acu.edu.au/tools_and_services/learning-and-development/capability-development-framework-development-guide).

Opportunities to develop capability are provided through the development programs coordinated by internal providers of professional development. See the [Training and Development website](http://www.acu.edu.au/staff/our_university/training_and_development) for more information.

| **Qualifications and Capability** |
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| **Qualifications, skills, knowledge and experience** |
|  | Completion of a recognised degree in education or equivalent, and experience in coordinating pathway programs. |
|  | Demonstrated experience in the teaching and support of domestic and/or international students in pathway programs in a university or Australian high school setting. With broad familiarity with university entrance requirements for both domestic and international students (i.e. English language proficiency levels and standardised English language tests). |
|  | Excellent interpersonal and cross-cultural communication skills in order to work collaboratively within the ACU Pathways team and with international partner organisations and to communicate effectively with a range of clients, including international students and external organisations. |
|  | Demonstrated planning and organisational skills, with the ability to manage a number of events at one time, achieve required outcomes and meet deadlines. |
| **Core Competencies (as per the** [**Capability Development Framework**](https://staff.acu.edu.au/tools_and_services/learning-and-development/capability-development-framework-development-guide)**)** |
|  | 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. |
|  | Deliver Stakeholder Centric Service: Keep stakeholder interests at the core of ACU business decisions and ACU service excellence as a top priority. See the [ACU Service Principles](https://www.acu.edu.au/about-acu/mission-identity-and-values/our-values). |
|  | Coach and Develop: Coach and develop self and others through setting clear expectations, managing performance and developing required capabilities to establish a culture of learning and improvement. |
|  | Know ACU Work Processes and Systems: Plan work activity, prioritise time and resources using established ACU processes and technology to achieve optimum efficiency and effectiveness. |
| **Other attributes** |
|  | 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. |