

POSITION DESCRIPTION

Position Title	Senior Project Officer		
Organisational Unit	Faculty of Education and Arts		
Functional Unit	Institute for Learning Sciences and Teacher Education (ILSTE)		
Nominated Supervisor	Associate Professor		
Higher Education Worker (HEW) Level	HEW 7	Campus/Location	Brisbane CBD
CDF Achievement Level	1 All Staff	Position Number	#HR to assign
Employment Type	Full-time Fixed-Term	Date reviewed	March 2019

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.*

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 up 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, action 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 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.

We hope that you might champion these values, and work with us to create a place of learning that is not only the envy of the world, but the making of it.

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 (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](#) 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.

ABOUT THE INSTITUTE FOR LEARNING SCIENCES AND TEACHER EDUCATION (ILSTE)

The Institute for Learning Sciences and Teacher Education (ILSTE) is a national research institute hosting a team of internationally-renown researchers and international scholars undertaking nationally-funded research studies with a range of industry-funded partners. Our research draws on both qualitative and quantitative methodologies and includes large-scale, longitudinal studies and meta-analyses. A priority focus is on research relating to policy and practice.

ILSTE's research focuses across six areas of research concentration:

- Assessment, evaluation and student learning
- Sciences, technology, engineering and mathematics in education
- Early childhood futures
- Educational semiotics in English and literacy pedagogy
- Teacher education, quality and professional practice
- Data analytics and learning interventions

Our researchers are concerned with generating and disseminating new knowledge to improve the learning outcomes of children and young people, especially those experiencing disadvantage, on the margins or at risk.

ILSTE provides a forum for researchers, scholars, policy makers and practitioners to collaborate and share evidence-based knowledge to address barriers to achievement and learning engagement faced by young people. Further information about the Institute can be found at: <http://www.lsia.acu.edu.au>

POSITION PURPOSE

The Senior Project Officer provides support to the Lead Chief Investigator in the ARC Linkage project (LP180100046) *Improving teacher assessment capability using scaled annotated exemplars of achievement standards in online moderation* by contributing to the management and coordination of financial, research and general administrative activities. The Senior Project Officer will oversee each stage of the project including the implementation and management of ethical approvals; liaison with Partner Organisations; ongoing school and teacher liaison; preparation of online professional learning materials; data management, collection, analysis and synthesis; preparation of reports; literature reviews and draft manuscript preparation. The Senior Project Officer may be required to visit primary and/or high schools to conduct research and collate data as part of the project. The position will report directly to Associate Professor Lenore Adie.

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 Delivery Model
- 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
Exercise high level communication skills: liaison with Chief and Partner Investigators, and project participants as part of an interdisciplinary team in the conduct of both qualitative and quantitative research to ensure project aims and timelines are being met.	<ul style="list-style-type: none"> • Communicate with Impact • Collaborate Effectively • Know ACU Work Processes and Systems 	✓			✓
Provide operational research/project management to project activities to achieve high quality research aims and objectives, including: <ul style="list-style-type: none"> - Establishment and maintenance of project management databases, and website - Ensure effective communication regarding the project, including preparing correspondence and communications regarding the research activities to a range of audiences - Ensure effective communication regarding research outcomes (e.g. report writing, oral presentations and contributing to journal publications and conference papers) - Provide executive support to the Lead CI including diary management, devising meeting agendas and minute taking - Ensure the project progresses as planned in terms of tasks and deadlines. Includes identifying potential issues, suggesting solutions and implementing contingency planning 	<ul style="list-style-type: none"> • Know ACU Work Processes and Systems • Make Informed Decisions • Deliver Stakeholder Centric Service 	✓	✓		✓

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
<ul style="list-style-type: none"> - Manage and facilitate research activities including interviews, preparation of resources, organization for data collection and equipment, literature searches and data collection. This includes ensuring appropriate protocols are followed during data collection and recording. - Effectively manage, analyse and interpret data to facilitate accurate research project conclusions - Manage and coordinate ethics applications, progress reports, final reports and all associated documentation 	<ul style="list-style-type: none"> • Collaborate Effectively • Be Responsible and Accountable for Achieving Excellence • Communicate with Impact 	✓	✓		✓
Prepare research reports, publications and presentations in collaboration with project investigators.	<ul style="list-style-type: none"> • Communicate with Impact • Collaborate Effectively • Be Responsible and Accountable for Achieving Excellence 	✓	✓		
Develop and manage successful working relationships with team members, Partner Organization and external stakeholders to promote research objectives and initiatives.	<ul style="list-style-type: none"> • Communicate with Impact • Collaborate Effectively • Deliver stakeholder centric service 	✓	✓	✓	✓
Effective overall management of research project budgets. This includes monitoring and reporting of program and operational costs against the approved budget.	<ul style="list-style-type: none"> • Make informed decisions • Know ACU Work Processes and Systems • Apply Commercial Acumen 	✓			

HOW THE ROLE OPERATES

Key Challenges and Problem Solving

- Implement organized systems of data management for a large research team, including interstate and international research partners to facilitate the successful management of the Project.
- Work to tight and sometimes urgent deadlines involving the collation of data/information.
- Maintain a high level of efficiency and attention to detail across multiple projects.
- Demonstrate effective prioritization and planning skills to ensure the seamless performance and completion of research tasks.
- Manage the project ensuring timelines are met and tasks are completed within budget as set out by the grant funding agreement that governs the project.

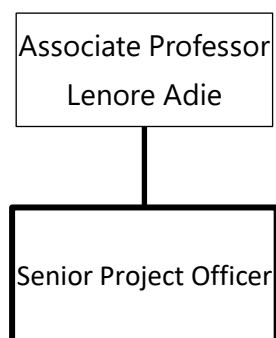
Decision Making / Authority to Act

- The Senior Project Officer will liaise with the Lead CI regarding the ongoing performance and administration of the Project to ensure and support the achievement of project objectives.
- The position holder informs the Chief Investigator about serious and adverse events and variations to project plans. Decisions will be made collaboratively and enacted by the Senior Project Officer.
- The position holder makes recommendations to the Chief Investigator on necessary activity to improve efficiencies in achieving project outcomes.

Communication / Working Relationships

- The Senior Project Officer will liaise with interstate and international project team members to ensure up-to-date information is available to the team.

Reporting Relationships



For further information about structure of the University refer to the [organisation chart](#).

SELECTION CRITERIA

Qualifications, skills, knowledge and experience

1.	Completion of a degree in a relevant discipline (e.g. education, assessment, psychology, health) with subsequent experience supporting large-scale research projects.
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2.	Demonstrated ability to effectively and efficiently manage digital files in a large-scale, complex research project, including the preparation and monitoring of ethics, and the preparation of project reports.
3.	Demonstrated experience working with qualitative and/or quantitative research methods, including analyzing and synthesizing interview data, conducting literature searches, and preparing literature and manuscripts for publication.

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

4.	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.
5.	Demonstrated ability to work collaboratively and communicate clearly (written and spoken modes) with national and international researchers, partner organisations, and research participants to achieve project timelines and objectives.

Other attributes

6.	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.
7.	Evidence of ability to work with children and contribute to and protect their safety and wellbeing. The successful applicant will be required to hold a valid working with children clearance for the State or Territory in which the position is located.