

POSITION DESCRIPTION

Position Title	Executive Officer		
Organisational Unit	Office of the Provost		
Functional Unit	Office of the Provost		
Nominated Supervisor	Director, Programs & Policies		
Higher Education Worker (HEW) Level	HEW 6	Campus/Location	Melbourne/Sydney
CDF Achievement Level	1 All Staff	Work Area Position Code	
Employment Type	Full-time , Continuing term	Date reviewed	5 June 2018

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 & Deputy Vice-Chancellor
- Chief Operating Officer & Deputy Vice-Chancellor
- Deputy Vice-Chancellor, Research
- Deputy Vice-Chancellor, Students, Learning and Teaching
- Vice President
- Pro Vice-Chancellor Assisting the Vice-Chancellor and 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 OFFICE OF THE PROVOST

The Office of the Provost oversees and coordinates the work of the Provost Portfolio which is a central contributor to ACU's Strategic objectives 2015-2020. Led by the Provost, this work supports the Vice-Chancellor and President by providing strategic leadership of major academic-related activities across the university. The key areas within the Academic Portfolio currently are as follows:

- ACU's four Faculties
- Chair, Academic Board
- International Directorate
- Rome Campus.

POSITION PURPOSE

The Executive Officer in the Office of the Provost provides high level executive and administrative support to Provost- led / delegated committees/working groups, high level administrative support to the Office as well as some project support work as requested. Reporting to the Director, Programs and Policies, Office of the Provost, the Executive Officer will contribute to the workflow of the Office of the Provost and provide back-up support for the Provost's EA during times of absences.

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 ✓
Secretariat duties: High level secretariat support for committees and working parties convened by the Provost or delegated by the Provost to senior staff within the office. This includes: <ul style="list-style-type: none"> - scheduling of meetings - drafting of agendas - minute taking - follow up of action items to ensure outcomes are achieved from meeting decisions - documentation preparation 	<ul style="list-style-type: none"> • Communicate with Impact • Collaborate Effectively • Deliver Stakeholder centric service • Know ACU Processes and work systems 	✓		✓	
Contract coordination of academic /Portfolio agreements: Facilitate the correct paperwork (including managing the updating) and tracking to key parties including the Office of General Counsel, Director of Programs and Policies, Office of the Provost and Directorate leads in the Portfolio. Ensure contracts status register is maintained.	<ul style="list-style-type: none"> • Collaborate Effectively • Communicate with Impact 	✓		✓	
General Administration and EA support during absences, key duties include: <ul style="list-style-type: none"> - Phone management - Diary management - Travel arrangements - Meeting preparation - Facilitating documentation sign-off 	<ul style="list-style-type: none"> • Collaborate Effectively • Communicate with Impact • Deliver Stakeholder centric service 	✓		✓	

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<i>Project support as requested:</i> <ul style="list-style-type: none"> • Provide project support when requested - key duties include: • Completion of project tracking documents including simplified budgets • Assistance in project reporting including data collation. 	<ul style="list-style-type: none"> • Deliver Stakeholder centric service • Communicate with impact • Collaborate effectively 	✓		✓	

HOW THE ROLE OPERATES

KEY CHALLENGES AND PROBLEM SOLVING

- Ensuring sufficient understanding of the Provost Portfolio initiatives, in the context of the Strategic plan; to effectively and efficiently support the Provost Office in implementation.
- Manage the complexity of demands, (both in terms of volume, pace and substance) to provide effective stakeholder management both internally and externally.
- Ability and willingness to utilise a number of systems to manage HR, service and administrative actions.

DECISION MAKING/AUTHORITY TO ACT

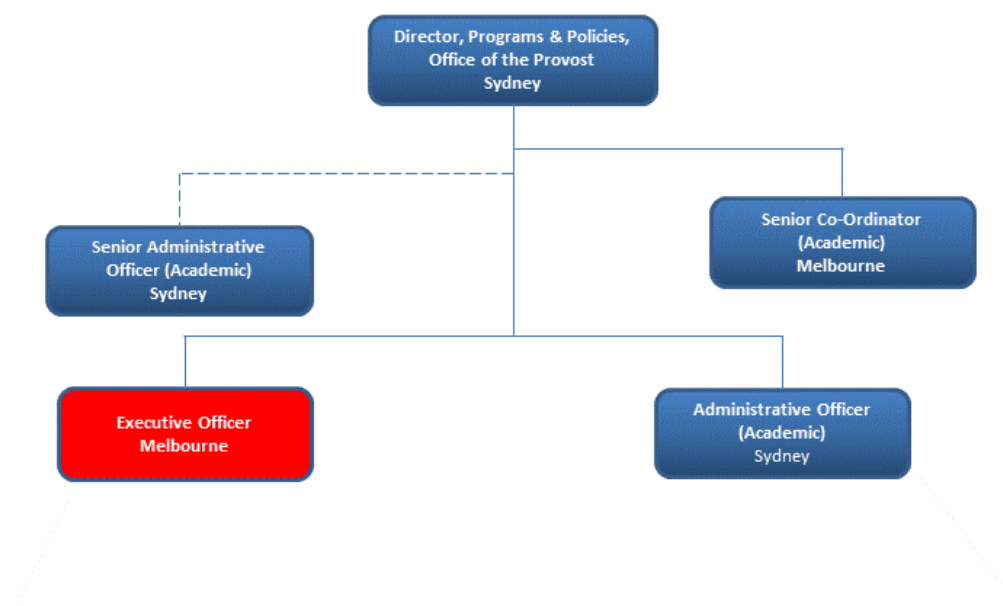
- The position holder has a degree of autonomy and is required to exercise judgment and discretion. The nominated supervisor is involved in key decisions which may vary priorities/projects for the Office of the Provost and has oversight of key communications.
- The Executive Officer will be guided by the priorities of the Director but will manage their own priorities on day-to-day matters.

COMMUNICATION/WORKING RELATIONSHIPS

- The position holder is required to communicate with a range of professionals across the university, including the Provost, Office of Provost, Academic Portfolio staff and a range of administration staffers across the university.
- The position holder works closely with the staff in the Office of the Provost liaising over existing protocol, operating standards and administrative procedures/tasks.

Reporting Relationships

Office of the Provost



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

SELECTION CRITERIA

Qualifications, skills, knowledge and experience	
1.	Tertiary qualified or equivalent proven experience providing high level administrative support to senior management in a complex/national organisation
2.	High level of computer literacy and advanced user knowledge of Outlook and the Microsoft Office Suite.
3.	Highly developed communication and interpersonal skills to liaise, consult and negotiate effectively with a wide range of people within and beyond the University community, including key stakeholders.
4.	Ability to use initiative, to exercise good judgement, to provide reliable advice and deliver quality outcomes, with the ability to act with discretion and sensitivity and to maintain confidentiality.

5.	Ability to work proactively, productively and constructively in a team environment.
6.	Applicants should demonstrate awareness of the University's Mission and Catholic ethos and demonstrate an understanding of how this role serves the Mission.
7.	Applicants should demonstrate commitment to cultural diversity and ethical practice principles, and demonstrate knowledge of equal employment opportunity and workplace health and safety, appropriate to the level of the appointment.
Core Competencies (as per the Capability Development Framework)	
8.	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.
9.	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 Delivery Model .
10.	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.