

POSITION DESCRIPTION

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|--|---|--------------------------------|------------------|
| Position Title | Senior Community Engagement Officer - Blacktown | | |
| Organisational Unit | Vice President Portfolio | | |
| Functional Unit | ACU Engagement | | |
| Nominated Supervisor | National Community Engagement Manager | | |
| Higher Education Worker (HEW) Level | HEW 7 | Campus/Location | Blacktown Campus |
| CDF Achievement Level | 1 All Staff | Work Area Position Code | #HR to assign |
| Employment Type | Part-time, 0.8 FTE Fixed Term | Date reviewed | June 2020 |

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, Education and Innovation
- Vice President
- Deputy Vice Chancellor, Coordination

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, 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 ACU ENGAGEMENT

Community Engagement:

The Pro Vice-Chancellor (Engagement) is responsible for the development and implementation of ACU's Community Engagement Strategy that includes integration of community engagement into ACU's curriculum across all Faculties; contribution and expansion of community stakeholder relationships; and, broadening and deepening community engagement as a defining representation of the University's mission.

ACU Engagement collaborates with Identity and Mission, Faculties, Institutes and other operational units in order to achieve enhanced opportunities for our staff and students to experience community engagement that is both academically rich and exemplifies Catholic Social Principles.

ACU Engagement also works to provide opportunities for ACU staff, students, alumni and affiliates to make a contribution to their community that meets their skills, capabilities, and capacity; and to provide opportunities for our partner organisations to access the skills and resources of ACU to achieve goals that are consistent with the ACU Mission.

Research Engagement:

The Pro Vice-Chancellor (Engagement) is also responsible for the development and implementation of strategic frameworks that implement the measurement of research engagement and impact.

ACU Engagement undertakes the collection and reporting of Research Engagement and Impact data; and the development and implementation of policies and strategies to increase Research Engagement and Impact. ACU Engagement also works with Faculties and Institutes to encourage, facilitate and promote Research Engagement and Impact outcomes.

POSITION PURPOSE

The Senior Community Engagement Officer will work closely with the Pro Vice-Chancellor (Engagement), National Community Engagement Manager and other staff within the University, to ensure the timely and effective delivery of a range of community engagement and mission related projects. The Senior Community Engagement Officer, Blacktown, will also work closely with the Senior Community Engagement Officer, Strathfield, and Senior Community Engagement Officer, North Sydney, to develop Greater Sydney appropriate approaches to ACU's community engagement.

The Senior Community Engagement Officer will provide leadership to the national community engagement team within a key focus area (e.g. establishing and maintaining internal and external relationships, strategic projects, or student internships) on a national basis; as well as campus-based facilitation and/or direct delivery of ACU community engagement projects.

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 ✓ |
| <p>Provide operational support to the Pro Vice- Chancellor (Engagement) and the National Community Engagement Manager on a range of community engagement projects, aimed at achieving ACU's vision for community engagement. This involves:</p> <ul style="list-style-type: none"> • Development and maintenance of project management databases; • Participation in and facilitation of meetings associated with community engagement projects or the work of the community groups to which the projects are connected; • Monitoring and ensuring that projects progress as planned in terms of tasks and deadlines; • Monitoring and ensuring projects are implemented in accordance with ACU community engagement policies and protocols; • Effectively analysing and interpreting data to make recommendations that facilitate accurate community engagement project conclusions (in collaboration with the National Community Engagement Manager and the Evaluation and Strategic Projects Manager); • Developing effective communication regarding community engagement outcomes (e.g. report writing, presentations and contributing to public-facing communications). | <ul style="list-style-type: none"> • Know ACU Work Processes and Systems • Communicate with Impact • Collaborate Effectively | | | | ✓ |

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| | | Within the work unit or team ✓ | School or Campus ✓ | Faculty or Directorate ✓ | Across the University ✓ |
| Develop and maintain a key area of national responsibility (e.g. database of community partners and other stakeholders; strategic projects; undergraduate student scholarships and internships) | <ul style="list-style-type: none"> • Collaborate Effectively • Be Responsible and Accountable for Achieving Excellence | | | | |
| Develop and implement a strategy for the maintenance and growth of the assigned key area of national responsibility, including provision of support and guidance to the team of Community Engagement Officers nationally | <ul style="list-style-type: none"> • Collaborate Effectively • Know ACU Work Processes and Systems • Communicate with Impact • Coach and Develop | | | | |
| Coordinate communication and logistics activities and projects across various campuses, such as donation drives. | <ul style="list-style-type: none"> • Collaborate Effectively • Know ACU Work Processes and Systems • Communicate with Impact | | | | ✓ |
| Lead the design and development of identified community engagement projects. This includes event planning and implementation, preparing meeting agendas and minutes, preparing communication material and being a key contact person for community engagement projects and strategies. | <ul style="list-style-type: none"> • Know ACU Work Processes and Systems • Be Responsible and Accountable for Achieving Excellence • Communicate with Impact | ✓ | | | |

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| Design and deliver community engagement resources and materials including presentations, workshops and other training for ACU staff to promote activities and initiatives driven by ACU Engagement. | <ul style="list-style-type: none"> • Coach and Develop • Communicate with Impact • Deliver Stakeholder Centric Service | | | | ✓ |
| Prepare community engagement project reports and presentations in collaboration with project stakeholders. | <ul style="list-style-type: none"> • Communicate with Impact • Collaborate Effectively • Deliver Stakeholder Centric Service | ✓ | | | |
| Manage successful working relationships with key team members and stakeholders across all ACU campuses, faculties and units to promote a collaborative environment for community engagement objectives and initiatives. | <ul style="list-style-type: none"> • Deliver Stakeholder Centric Service • Collaborate Effectively | ✓ | ✓ | ✓ | ✓ |

HOW THE ROLE OPERATES

Key Challenges and Problem Solving

- Make strategic decisions on the assigned key area of focus for developing partnerships to expand ACU's community engagement programs at a national and state level.
- Promote the role, activities and outcomes of ACU Engagement on the Blacktown campus and surrounding areas.
- Work across multiple faculties and units to communicate and promote a collaborative understanding of community engagement at ACU.
- Provide guidance and support to ACU staff, students and volunteers as required to ensure the effective and collaborative nature of projects.
- Manage workloads to effectively achieve the community engagement and mission outcomes and outputs of relevant community engagement projects.
- Coordinate multi-site projects across various Australian states and report to different stakeholders who may not be located in Australia.

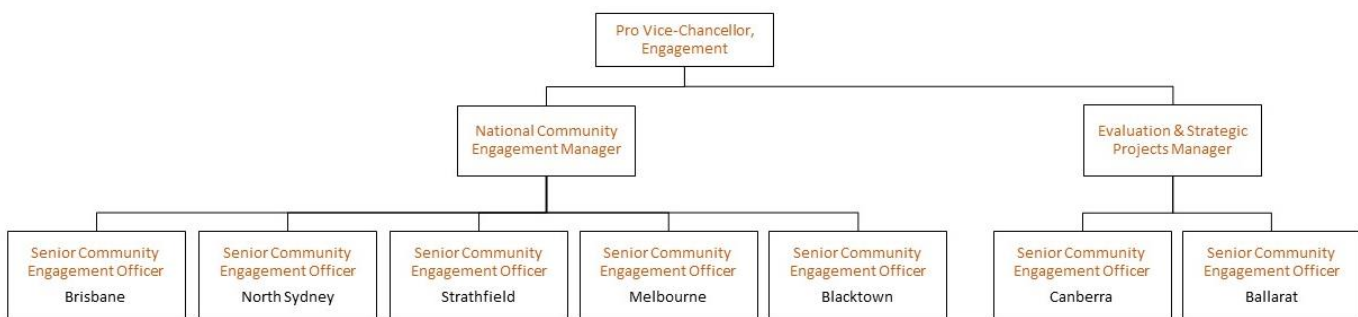
Decision Making / Authority to Act

- The position holder will work under limited supervision and has the capacity to inform, innovate and generate projects of interest which align with the unit's mission and key purpose.
- The position holder will make decisions and provide advice in relation to the initiation and expansion of partnerships and programs within the key area of assigned responsibility and will make recommendations to the PVC Engagement and National Community Engagement Manager on the reduction or cessation of partnerships and programs within that area.

Communication / Working Relationships

- The position holder works closely and collaboratively with the National Community Engagement Manager and Evaluation and Strategic Projects Manager related to project work and other activities to meet ACU Engagement goals.
- The position holder liaises with faculty and institute staff to ensure the inclusion of ACU staff and students in community engagement projects.
- The position holder communicates with staff and community partners and is responsible for developing relationships and promoting the services, events and current projects of ACU's Community Engagement team on the Blacktown Campus and surrounding areas.
- Working with the PVC Engagement and National Community Engagement Manager, the position holder develops and maintains relationships with state and national partners.
- The position holder liaises with local, state and national partnership organisations regarding events and/or maintaining sound working relationships; and represents the unit at meetings/events as delegated when the PVC Engagement is on another campus.

Reporting Relationships



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

SELECTION CRITERIA

| Qualifications and Capability | |
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| Qualifications, skills, knowledge and experience | |
| 1. | Completion of a graduate degree in social sciences or related discipline with subsequent relevant training and extensive relevant experience in a large and complex organisation. |
| 2. | High level planning and organisational skills, with the ability to manage a number of events/ projects at one time, achieve required outcomes and meet deadlines in a high-pressure environment. |
| 3. | Demonstrated ability to exercise initiative, to work independently, and to interact proactively, productively and constructively in a team environment. |
| 4. | High level of written communication skills including preparation and editing of draft documentation, with careful attention to detail. |
| 5. | Proven ability to work collaboratively with a diverse range of stakeholders, such as students, academic and professional staff, external organisations, and community groups. |
| 6. | Demonstrated experience in community engagement, action research, or other community-based activities, event management, and ability to manage project budgets and allocate resources. |
| Core Competencies (as per the Capability Development Framework) | |
| 7. | 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. |
| 8. | 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 . |
| 9. | Communicate with Impact: Communicate with purpose. Gain the support of others for actions that benefit ACU. Negotiate for mutually beneficial outcomes that are aligned with the Mission, Vision and Values of the University. |
| Other attributes | |
| 10. | 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. |
| 11. | 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. |