

## POSITION DESCRIPTION – ACADEMIC

### POSITION INFORMATION

<b>Position Title</b>	Project Lead – Academic Workload		
<b>Organisational Unit</b>	Office of the Provost		
<b>Functional Unit</b>	Office of the Provost		
<b>Nominated Supervisor</b>	Provost	<b>Campus/Location</b>	Sydney, Melbourne, Brisbane
<b>Academic Level</b>	Level C	<b>Academic Career Pathway</b>	Academic Leadership/ Service
<b>CDF Achievement Level</b>	1 All Staff	<b>Work Area Position Code</b>	TBA
<b>Employment Type</b>	Full-Time, Fixed-Term (1 year)	<b>Date reviewed</b>	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.*

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 seven campuses – Adelaide, Ballarat, Brisbane, Canberra, Melbourne, North Sydney and Strathfield. The University has experienced rapid growth over the past few years and is ranked among the top universities worldwide. ACU has more than 200 partner universities on six continents, and a campus in Rome, Italy.

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

- Provost
- Deputy Vice-Chancellor, Coordination
- Chief Operating Officer & Deputy Vice-Chancellor
- Deputy Vice-Chancellor, Research
- Deputy Vice-Chancellor, Education and Innovation

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 pursued 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 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 backgrounds are encouraged.

## ABOUT THE PROVOST PORTFOLIO

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The Office of the Provost oversees and coordinates the work of the Academic Portfolio which is a central contributor to ACU's Strategic objectives. 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:

- Faculties
- Chair, Academic Board
- ACU International
- Rome Campus

## POSITION PURPOSE

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With the Provost as Service Lead for Academic Workload, the position is responsible for implementing the Academic Workload Policy Review arising from an action arising from the ACU Staff Enterprise Agreement 2017 – 2021 Heads of Agreement.

The role will develop, in the context of the ACU Staff Enterprise Agreement 2017 – 2021 and the Academic Workload Policy Review Recommendations and the associated Response Plan, the project plan and implement actions to achieve comprehensive and timely implementation of an updated Academic Workload Policy, including its interrelationship with other policy and processes, and, supporting HR and related systems, for the 2020 Academic year.

The key outcomes and actions for the role include:

- The development of the project plan
- Co-ordination and support to working groups identified to support the Review
- Undertakes analysis of any Policy changes including cost-modelling to inform discussion between the Parties (NTEU and ACU management)
- liaison and coordination with Human Resources with respect to supporting system enhancements
- Development and delivery of training of the Academic Workload Policy to support academic leaders, supervisors and academic staff to implement the Policy with clarity, transparency and consistency.

## 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
- Learning for Life Framework 2014-2017
- ACU Teaching Criteria and Standards Framework
- Research Quality Standards
- Minimum Standards for Academic Levels (MSALs)
- Higher Education Standards Framework
- ACU Service Delivery Model
- ACU Staff Enterprise Agreement including provisions in relation to Performance Excellence and Academic Career Pathways.

The following two frameworks in particular are important in understanding the expectations of an academic position and the required qualifications and capability of a position holder:

- The [Academic Performance Matrices and Evidence Framework](#) which describes the performance standards in areas of academic activity.
- The [Capability Development Framework](#) which describes the core competencies needed in all ACU staff to achieve the University's strategy and supports its mission.

All academic staff are allocated workload comprising a range of academic duties/activities that fall within the following three broad areas of academic activity in line with the relevant Academic Career Pathway and Academic Level.

- Teaching, Curriculum Development and Scholarship of Teaching
- Research
- Academic leadership/service.

## Key responsibilities

Key responsibilities specific to this position	Key responsibilities specific to this position	Relevant Core Competencies ( <a href="#">Capability Development Framework</a> )
<b>Academic Leadership and Service</b>	<ul style="list-style-type: none"> <li>Take a leadership role in the implementation of a major University-wide project through high level advice and support to the Provost and ACU representatives who have a role in workload management</li> <li>Undertake detailed analysis of recommendations, including cost-modelling, to inform discussions in a changing business and higher education context</li> <li>Develop and deliver project resources</li> <li>Develop and deliver Policy and supporting Guides and training materials designed to build the capacity of University staff in their understanding and application of an academic workload policy</li> <li>Provision of advice to relevant Senior and Executive staff about implementation issues</li> <li>Develop and maintain collaborative relationships with ACU representatives and other key stakeholders</li> <li>Undertake other duties commensurate with the level of appointment as determined by the Provost.</li> </ul>	<ul style="list-style-type: none"> <li>Adapt to and lead change</li> <li>Make informed decisions</li> <li>Apply commercial acumen</li> <li>Be responsible and accountable for achieving excellence</li> <li>Know ACU work processes and systems</li> <li>Communicate with impact</li> <li>Collaborate effectively</li> <li>Coach and develop</li> </ul>

## 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 evidence and performance standards for the relevant Academic Level and Academic Career Pathway and Academic Level drawn from the [Academic Performance Matrices and Evidence Framework](#) and the Core Competencies set out in the [Capability Development Framework](#).

Opportunities to develop capability are provided through the development programs coordinated by internal providers of professional development. See the [Training and Development website](#) for more information.

In recruiting and selecting a candidate for the position, a subset of the qualifications and capability will form the Selection Criteria, to a maximum of 10.

Qualifications and Capability		Selection Criteria?
<b>Qualifications and other credentials</b>		
1.	A demonstrated track record of academic career success	Yes

Qualifications and Capability		Selection Criteria?
2.	Demonstrated understanding of ACU's Academic Workload Policy and current operating arrangements, and the strategic direction of the University	Yes
<b>Academic leadership/service</b>		
3.	Demonstrated capacity to influence and work collaboratively with colleagues across a range of disciplines, key senior ACU representatives and external stakeholders within a complex national organisational setting	Yes
4.	Demonstrated experience in effectively managing projects that deliver clear business outcomes	Yes
<b>Core Competencies (as per the Capability Development Framework)</b>		
5.	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.	Yes
6.	Apply Commercial Acumen: Understand the business environment in which ACU operates and adopt a University-wide point of view to seize opportunities and improve commercial viability.	Yes
7.	Adapt to and Lead Change: Display openness and resilience, inspire others to change and act to make change happen with ACU's interests, strategic goals and Mission at the heart of all outcomes.	Yes
8.	Collaborate Effectively: Work collaboratively internally and externally to ACU to capitalise on all available expertise in pursuit of excellence.	Yes
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.	Yes
10.	Be Responsible and Accountable for Achieving Excellence: Take personal accountability for achieving the highest quality outcomes through understanding the ACU context, self-reflection, and aspiring to and striving for excellence.	Yes
11.	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.	Yes
12.	Make Informed Decisions: Make informed, evidence-based decisions by sourcing and interpreting University and business information.	Yes
<b>Other attributes</b>		
13.	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.	Yes