

POSITION DESCRIPTION

Position Title	National Manager Diploma Programs		
Organisational Unit	Global and Education Pathways		
Functional Unit	Education Pathways		
Nominated Supervisor	Director, Pathways		
Higher Education Worker (HEW) Level	HEW 9	Campus/Location	Sydney, Melbourne or Brisbane
CDF Achievement Level	2 Management (Line)	Position Number	10609967
Employment Type	Full-time, Continuing	Date reviewed	August 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.*

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 and Deputy Vice-Chancellor (Academic)
- Chief Operating Officer & Deputy Vice-Chancellor (Administration)
- 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 PROVOST/ DEPUTY VICE-CHANCELLOR, EDUCATION AND INNOVATION

The Education and Innovation portfolio is responsible for the educational strategy and programs in the University that centre on students, learning and teaching as well as the Vice-Chancellor's areas innovation focus.

The Deputy Vice-Chancellor, Education and Innovation (DVC EI), provides leadership to:

- ACU College
- Advancement and Alumni
- Global and Education Pathways
- First Peoples and Equity Pathways
- Learning and Teaching Centre
- Library
- National School of Arts (Innovation, Strategy and Academic Culture)
- Office of Student Success
- Strategic Partnerships and Executive Education

ABOUT GLOBAL AND EDUCATION PATHWAYS

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.

ACU International has institutional responsibility for realising and achieving University's Global Strategy and for facilitating the university's global engagement.

ACU International has specific responsibility for the recruitment, admission and ongoing support of international students at ACU in addition to managing global partnership collaboration, and inbound and outbound exchange and study abroad programs.

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 and the Pro Vice-Chancellor, Global and Education Pathways. 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.

ACU College is responsible for the delivery of Vocational Education and Training (VET) programs and is a Registered Training Organisation (RTO No: 3578) delivering nationally accredited VET courses in certificate III to diploma level courses in nursing, education support, individual support, early childhood education and care, aged care, leadership and management, and allied health. Courses are offered in Queensland, Victoria and the Australian Capital Territory (ACT).

ACU College is firmly committed to delivering nationally recognised qualifications and accredited courses in accordance with the Australian Qualifications Framework (AQF).

POSITION PURPOSE

National Manager Diploma Programs is responsible for growth and management of diploma pathway programs (AQF Levels V and VI) from ideation to implementation, and for providing academic and operational leadership to all Diploma Programs within Education Pathways. Providing leadership includes developing and maintaining relevant curriculum, ensuring utilisation of transition pedagogy and creating a supportive learning environment for students. The National Manager Diploma Programs must prioritise student engagement in active learning and enhance student experience by facilitating engagement within the wider university.

The position provides high-level leadership, and supports the Director, Pathways in specific developmental projects, driving and implementing relevant strategies, Education and Innovation Strategic Priorities, and the ACU Strategy 2020-2023. The position ensures the compliance of Diploma programs while maintaining quality standards.

The National Manager Diploma Programs provides strong support to Education Pathways projects and drives transition pedagogy, innovation and digital agenda in the Diploma programs.

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 Delivery Model](#)
- ACU [Staff Enterprise Agreement](#), including provisions in relation to Performance Excellence
- [ACU Staff Reconciliation Action Plan](#)

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
Fulfil enrolment targets in collaboration with faculties and OPSM by actively participating in enrolment planning and mapping of Diploma enrolments and articulation into full degree programs.	<ul style="list-style-type: none"> Apply commercial acumen Apply business acumen Make informed decisions Know ACU work processes and systems 	✓	✓	✓	✓
<p>Ensure commercial viability of Diploma programs through engagement with responsible financial and operational delegations.</p> <p>Implement and monitor the approved local program budget and oversee administrative tasks of the operation.</p>	<ul style="list-style-type: none"> Apply commercial acumen Apply business acumen Make informed decisions Know ACU work processes and systems 		✓		
Lead and manage the development, delivery and on-going quality control of new and existing Diploma programs in accordance with CRICOS and TEQSA standards.	<ul style="list-style-type: none"> Deliver stakeholder-centric service Apply commercial acumen Adapt to and lead change 		✓		
Implement relevant ACU policies and procedures to ensure compliance with the Australian Government's regulatory framework in relation to Diploma providers.	<ul style="list-style-type: none"> Make informed decisions Know ACU work processes and systems 		✓		
<p>Actively engage in collaborative curriculum development and review based on the assessment of student and faculty needs and through student, staff and other stakeholder feedback.</p> <p>Ensure regular assessment reviews and ensuring authenticity and relevance of assessment practices inside transition pedagogy.</p>	<ul style="list-style-type: none"> Collaborate effectively Deliver stakeholder-centric service Be responsible and accountable for achieving excellence 			✓	

Ensure that all Diploma students are provided with clear program outlines detailing expected course outcomes, assessment tasks and methods and how and when students will be informed of their progress. Implement local and cross-campus assessment moderation to ensure consistent standards across the ACU Diploma programs. Engaging in assessment and marking moderation.	<ul style="list-style-type: none"> • Be responsible and accountable for achieving excellence • Collaborate effectively • Communicate with impact 		✓		
Ensure excellent student engagement and support: develop and review student support services including orientation, enrolment, academic advising and program completion events and procedures. Oversea the provision of required levels of academic and pastoral support.	<ul style="list-style-type: none"> • Adapt to and lead change • Deliver stakeholder-centric service • Coach and develop 		✓		
Facilitate Diploma student engagement within the University and the community through liaison with relevant support services and units/organisations.	<ul style="list-style-type: none"> • Collaborate Effectively • Adapt to and Lead Change • Live ACU's Mission, Vision and Values 				✓
Recruit and manage suitably qualified and experienced staff in accordance with the Diploma program's agreed staffing plan and provide appropriate professional development opportunities as per the university's professional development standards and processes.	<ul style="list-style-type: none"> • Coach and develop • Communicate with impact • Collaborate effectively 		✓		

HOW THE ROLE OPERATES

Key Challenges and Problem Solving

- Develop and Implement new education programs within the agreed budget, timeframe and quality standards.
- Develop and adapt ACU's Diploma programs to meet the changing demands of the international and domestic student market.
- Meet the learning needs of diverse international and domestic student cohorts from different cultural, educational and linguistic backgrounds so as to support and facilitate their learning and transition to tertiary study at ACU.
- Maintain, review and benchmark exit standards from pathway programs to ensure that students have adequate language and academic skills to successfully undertake their ACU degree study.

- Maintain, develop, support and monitor a large pool of casual teaching staff.

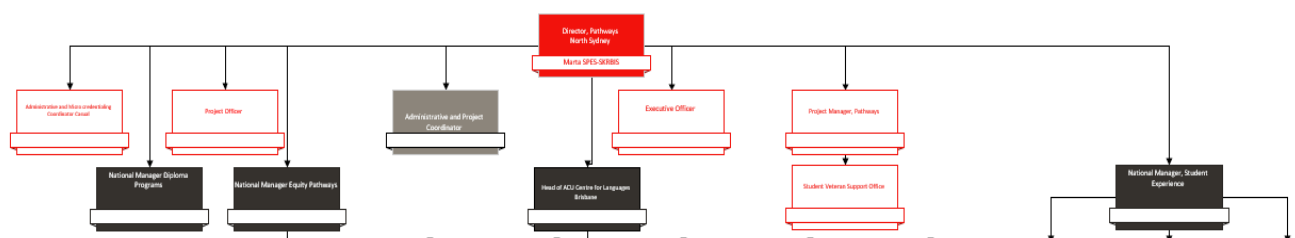
Decision Making / Authority to Act

- The position holder has substantial autonomy in the day-to-day management and delivery of the Diploma programs and the selection, mentoring, monitoring and professional development of teachers.
- The position holder has budgetary responsibilities and substantial autonomy in making decisions impacting their local budget.
- The position holder gives advice and recommendations on policy compliance and policy improvements to the manager in response to legal requirements.
- The position holder responds to high-level enquiries. Procedure manuals and guidelines assist the position holder with routine enquiries.

Communication / Working Relationships

- The position holder will be required to communicate with professionals from other university and private sector pathway providers to share information, coordinate joint professional develop and other joint venture activities and events.
- The position holder communicates externally and internally with clients, stakeholders and students and is responsible for negotiating the delivery of customized courses, and communicating policies, procedures and direction consistent with the relevant legislation and ACU policies relevant to the development and delivery of Diploma programs.
- The position holder collaborates closely with colleagues on other ACU campuses, arranging meetings for course development, assessment moderation and teacher professional development.

Reporting Relationships



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

SELECTION CRITERIA

Qualifications and Capability		Selection Criteria?
Qualifications, skills, knowledge and experience		
1.	A recognised degree or equivalent at postgraduate diploma level or above.	Yes
2.	At least 5 years' teaching experience including both academic pathways and general or specific-purpose courses, and at least 2 years' experience in education management.	Yes
3.	Knowledge of current developments in pathways, including a broad familiarity with the use of technology and e-learning applications in transition education teaching.	Yes
4.	Experience in the development, implementation and review of Pathways curricula, including the development and moderation of assessment tasks that are used to provide evidence of the attainment of desired outcomes to university entrance standards.	Yes
5.	A working knowledge of the ESOS regulatory framework, National Code of Practice, Australian Qualification Framework and TEQSA regulations.	Yes
6.	Experience in assessing the professional development needs of teaching staff and in developing and implementing programs to address these needs.	Yes
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.	Yes
8.	Collaborate Effectively: Work collaboratively internally and externally to ACU to capitalise on all available expertise in pursuit of excellence.	Yes
9.	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.	Yes

Qualifications and Capability		Selection Criteria?
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.	Yes