

POSITION DESCRIPTION

Position Title	Alumni Project Manager		
Organisational Unit	Advancement and Alumni		
Functional Unit	Education and Innovation Portfolio		
Nominated Supervisor	Manager, Advancement and Alumni		
Higher Education Worker (HEW) Level	HEW 8	Campus/Location	North Sydney
CDF Achievement Level	1: All Staff	Position Number	10609772
Employment Type	Fixed term until December 2020	Date reviewed	March 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
- 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 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 EDUCATION AND INNOVATION PORTFOLIO

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

The Deputy Vice-Chancellor (Education and Innovation), supports the Vice-Chancellor in providing leadership to:

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

ABOUT THE ADVANCEMENT AND ALUMNI UNIT

The Advancement and Alumni unit develop relationships and partnerships with alumni, donors, Catholic stakeholders, charities and organisations aligned closely with the ACU Mission that deliver strategic benefits to students, teaching, research and community engagement activities. They provide advice to key stakeholders and deliver a program of fundraising and alumni engagement that supports the University's objectives and advice and support for the outbound sponsorship program.

The team is focused on raising funds for strategic programs, developing major giving strategies, amplifying alumni and philanthropic impact stories and enhancing external relationships for the University. They are a gateway to the graduate community, promoting mutually beneficial professional and personal enrichment opportunities to alumni, celebrating their achievements, and encouraging a culture of volunteerism.

POSITION PURPOSE

The Alumni Project Manager will manage the Alumni Affinity/Scoring program and the Alumni to Student/Alumni to Alumni Mentoring project and will work with the Alumni team toward the effective implementation of these key "whole of ACU/whole of Alumni" initiatives under the Advancement and Alumni Directorate Plan.

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
- ACU 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 (<u>Capability Development Framework</u>)	Scope of contribution to the University			
		Within the work unit or team ✓	School or Campus ✓	Faculty or Directorate ✓	Across the University ✓
Execute overall project management, including project planning and implementation consistent with ACU's Mission, Vision and Values	Live ACU's Mission, Vision and Values Know ACU Work Processes and Systems Deliver Stakeholder Centric Service				✓
Develop proposals for and manage project work to ensure the effective deployment and allocation of project resources	Make Informed Decisions Apply commercial Acumen Be Responsible and Accountable for Achieving Excellence				✓
Act as a central coordination point for the Alumni Affinity program and Alumni Mentoring project and answer any queries, providing advice and guidance to stakeholders and Advancement and Alumni team members as required	Communicate with Impact Collaborate Effectively Deliver Stakeholder Centric Service				✓
Provide high level operational support to ensure the delivery of the program/project meets project timelines and deliverables that will contribute to the achievement of the University's strategic priorities. Undertake quality assurance activities as part of this process.	Live ACU's Mission, Vision and Values Adapt to and lead Change Apply Commercial Acumen				✓
Guide the establishment of project/program, including developing work plans in consultation with key stakeholders and project team members.	Collaborate Effectively Communicate with Impact Deliver Stakeholder Centric Service	✓			

Key responsibilities specific to this position	Relevant Core Competences (<u>Capability Development Framework</u>)	Scope of contribution to the University			
		Within the work unit or team ✓	School or Campus ✓	Faculty or Directorate ✓	Across the University ✓
Manage the Alumni Affinity program and Alumni Mentoring Project's financial resources, including developing and seeking approval of project budgets, ongoing review and monitoring of expenditure to ensure costs remain within budget.	Be Responsible and Accountable for Achieving Excellence Apply Commercial Acumen Make Informed Decisions	✓			
Monitor and report on the performance on all aspects of the Alumni Affinity and Mentoring Projects, and develop risk-mitigation plans and take corrective actions.	Know ACU Work Processes and Systems Apply Commercial Acumen Make Informed Decisions	✓			
Prepare and assist with the delivery of ACU brand-consistent communications to internal and external parties to promote the Alumni Affinity program and the Alumni Mentoring Project.	Live ACU's Mission, Vision and Values Apply Commercial Acumen Be Responsible and Accountable for Achieving Excellence				✓

Key Challenges and Problem Solving

- Support the implementation of systems and processes within the agreed budget, timeframe and quality standards, given the technical issues to be resolved and the work involved in implementing the Alumni Mentoring Platform.
- Operating in a complex learning environment.
- Implement effective processes to ensure the management and implementation of the Alumni Affinity/Scoring program and the Alumni Mentoring project

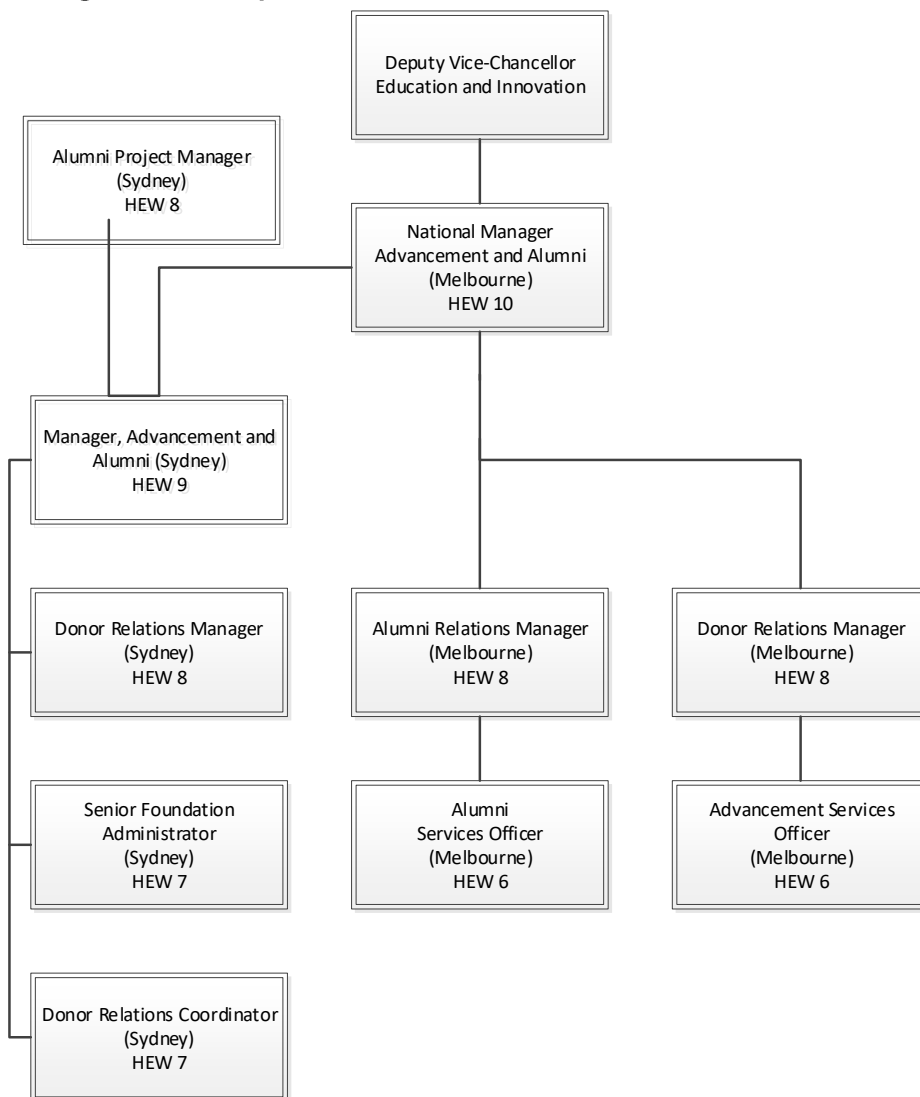
Decision Making / Authority to Act

- The position holder has substantial autonomy in the day-to-day management of support and services and must make all decisions on administrative aspect of their work.
- The position holder monitors the progression of the Alumni Affinity/Scoring program and the Alumni Mentoring project including ensuring project outcomes are on track for timely completion and within existing budget limitations.
- The position holder provides advice to the Manager, Advancement and Alumni on the progress of the Alumni Affinity/Scoring program and the Alumni Mentoring project

Communication / Working Relationships

- The position holder will be required to communicate with internal staff within the University and external stakeholders in the delivery of local and national programs and activities.

Reporting Relationships



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

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 key responsibilities of the role 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 OF THE POSITION HOLDER

Qualifications, skills, knowledge and experience

1.	Completion of a relevant University degree, and/or the equivalent combination of extensive relevant experience.
2.	Demonstrated project management skills, including the ability to operate effectively in a complex and political environment, coordinate multiple projects in high pressure conditions and solve problems in an innovative and creative manner.
3.	Demonstrated ability to work to budget and deadlines, work on a variety of tasks simultaneously, and to respond to the needs of individual projects by setting own priorities or working to established project schedules.
4.	Demonstrated interpersonal and professional communication skills to be able to effectively communicate to variety of people at different levels within and external to the university.
5.	Demonstrated ability to exercise diplomacy and sound judgment to deal with matters in a confidential and sensitive manner.
6.	Demonstrated ability to work to budget and deadlines, work on a variety of tasks simultaneously, and to respond to the needs of individual projects by setting own priorities or working to established project schedules.

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.	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.

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.
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