**POSITION DESCRIPTION**

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| **Position Title** | Administration Officer (Professional and Community Placement) | | |
| **Organisational Unit** | Faculty of Education & Arts | | |
| **Functional Unit** | National School of Education | | |
| **Nominated Supervisor** | Team Leader, Professional and Community Placement | | |
| **Higher Education Worker (HEW) Level** | HEW 5 | **Campus/Location** | Strathfield |
| **CDF Achievement Level** | 1 All Staff | **Work Area Position Code** | #**HR to assign** |
| **Employment Type** | Full-time, Fixed Term | **Date reviewed** | January 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.*

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 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

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](http://www.acu.edu.au/about_acu/our_university/governance/university_services/secretariat/mission_statement) 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 FACULTY OF EDUCATION AND ARTS**

The Faculty of Education and Arts hosts the National School of Education, the National School of Arts, and two vibrant, multidisciplinary research institutes: the Institute for Learning Sciences and Teacher Education, and the Institute of Humanities and Social Sciences. The Faculty is recognised nationally and internationally as a leader in teacher education, and for its rapidly rising profile in the humanities and social sciences, especially in the disciplines of history, politics and sociology. Operating across seven campuses including Adelaide, Ballarat, Brisbane, Canberra, Melbourne, North Sydney, Strathfield and our Rome campus in Italy, the Faculty is home to a lively, multicultural community of more than 12,000 students and offers an engaging program of teaching and research for students and staff. Through its research collaborations, student exchange programs and community engagement initiatives, the Faculty also has strong connections with international universities and an array of government, not-for-profit and private organisations.

**ABOUT THE NATIONAL SCHOOL OF EDUCATION**

The National School of Education is the largest provider of initial teacher education in Australia with a strong reputation for its high quality, work-ready graduates. Adding to its traditional strengths in early childhood, primary and secondary initial teacher education, the National School of Education’s disciplines reflect key strengths in the areas of early childhood, mathematics and literacy education, the arts, science and technology, educational studies, teacher professional practice, assessment, educational leadership, Indigenous education, and wellbeing and inclusive education. These disciplines are evidenced both in the undergraduate programs and through its extensive postgraduate coursework programs with strong enrolments. The School also has a large number of students undertaking higher degree study through its PhD and EdD programs.

# POSITION PURPOSE

The position holder provides timely, effective and efficient administrative support for the purpose of sourcing and allocating appropriate field placements (including school and community experience) for courses delivered by the National School of Education.

# 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 Principles
* ACU Staff Enterprise Agreement including provisions in relation to Performance Excellence.

The [Capability Development Framework](http://www.acu.edu.au/cdf) 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

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| **Key responsibilities specific to this position** | **Relevant Core Competences (**[**Capability**](http://www.acu.edu.au/cdf)[**Development**](http://www.acu.edu.au/cdf)[**Framework)**](http://www.acu.edu.au/cdf) | **Scope of contribution to the University** | | | |
| Within the work unit or team | School or Campus | Faculty or Directorate | Across the University |
| Undertake establishment and allocation of school-based placements including:   * Liaising with a range of Schools for the placement of students requiring a placement in their course. * Allocating placements in a timely manner for students in accordance with their course map. * Liaising with supervising teachers to fulfill the requirements for practicum as outlined in course and accreditation   policies and guidelines. | * Know ACU Work Processes and Systems * Deliver Stakeholder Centric Service * Communicate with Impact |  |  |  |  |
| Act as the first point of contact regarding placement for students and schools / agencies experiencing problems with placed students. | * Know ACU Work Processes and Systems * Deliver   Stakeholder Centric Service |  |  |  |  |
| Ensure supervision arrangements are in place for placements and maintain databases to ensure requirements are met and accuracy of data. | * Know ACU Work Processes and Systems |  |  |  |  |
| Use available software such as InPlace to maximise efficiency in checking and maintaining mandatory documentation requirements prior to students undertaking placements (including student police checks and Working with Children Check). | * Know ACU Work Processes and Systems * Be Responsible and Accountable for Achieving   Excellence |  |  |  |  |
| Undertake establishment and allocation of practicum placements with external agencies; liaise with professional sites to fulfill the requirements of community experience programs as outlined in University policy and guidelines. | * Know ACU Work Processes and Systems * Be Responsible and Accountable for Achieving Excellence * Deliver   Stakeholder Centric Service |  |  |  |  |
| Collect student / associate teacher reports for each placement and prepare reports for academic coordinators. | * Know ACU Work Processes and Systems |  |  |  |  |

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| **Key responsibilities specific to this position** | **Relevant Core Competences (**[**Capability**](http://www.acu.edu.au/cdf)[**Development**](http://www.acu.edu.au/cdf)[**Framework)**](http://www.acu.edu.au/cdf) | **Scope of contribution to the University** | | | |
| Within the work unit or team | School or Campus | Faculty or Directorate | Across the University |
| Work with the National School Finance Officer and the Faculty Finance Officer to process employment contracts for University supervisors. Process payment claims for supervising teachers. Liaise with supervising teachers regarding payments, as necessary. | * Know ACU Work Processes and Systems * Deliver Stakeholder   Centric Service |  |  |  |  |
| Use a range of Placement reports to make informed decisions on student placements for planning purposes. | * Be Responsible and Accountable for Achieving Excellence * Make Informed   Decisions |  |  |  |  |
| Provide general administrative support, as required. This may include assistance with Open Day and professional transition programs. | * Know ACU Work Processes and Systems * Deliver Stakeholder   Centric Service |  |  |  |  |

**HOW THE ROLE OPERATES**

## Key Challenges and Problem Solving

* + - Maintain relationships with multiple stakeholders, both internal and external (e.g. supervising teachers, students, agencies and academic staff).
    - Meet multiple deadlines within similar timeframes whilst maintaining accuracy and integrity of documentation.
    - Sourcing and reviewing multiple placements simultaneously.

**Decision Making / Authority to Act**

* + - The position holder works within system parameters as specified by University Policies and Procedures and Faculty Guidelines. Complex matters will be escalated to the Team Leader / Course Coordinator.
    - The position holder will work under general direction within their area of responsibility and is expected to display reasonable independence, initiative and problem-solving skills with guidance from the nominated supervisor as needed.

**Communication / Working Relationships**

* + - The position holder liaises with internal and external stakeholders including course coordinators, students, Government and Non-Government schools and other external agencies to establish and maintain placement opportunities.
    - The position holder communicates internally with staff and students and is responsible for providing information consistent with university policies and procedures.
    - The position holder will be an active member of the Faculty Professional and Community Experience Network.

**Reporting Relationships**

National Team Leader, Professional Placement Services

Team Leader, Professional and Community Placement (NSW/ACT)

Administration Officer Professional and Community Placement- (Based in NSW)

For further information about structure of the University refer to the [organisation chart.](http://www.acu.edu.au/staff/our_university/organisational_chart2)

# SELECTION CRITERIA

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| **Qualifications and Capability** | |
| **Qualifications, skills, knowledge and experience** | |
| 1. | Relevant tertiary qualification or an appropriate combination of training and relevant experience preferably in a tertiary environment. |
| 2. | Demonstrated understanding of Placement software such as InPlace skills, and capacity to gain skills in University software such as Banner. |
| 3. | Attention to details and accuracy with regard to correspondence and database maintenance. |
| 4. | Demonstrated ability to analyse information and provide solutions. |
| **Core Competencies (as per the** [**Capability Development Framework**](http://www.acu.edu.au/cdf)**)** | |
| 5. | 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. |
| 6. | An ability to take personal accountability for achieving high quality outcomes, keeping stakeholder  interests at the core of business decisions to achieve organisational objectives and service excellence. See the [ACU Service Principles.](http://www.acu.edu.au/staff/our_university/service-matters/service_principles/?a=665625) |
| 7. | Demonstrated ability to plan work activity, prioritise time and resources using established processes and technology to achieve optimum efficiency and effectiveness. |
| 8. | Strong communication skills and the ability to deliver stakeholder centric services. |

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| **Qualifications and Capability** | |
| **Other attributes** | |
| 9. | 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. |
| **Desirable** | |
| 1. | Previous experience in a similar role or in a tertiary institution. |
| 2. | Knowledge of procedures and operations in a tertiary institution. |