

POSITION DESCRIPTION

Position Title	Institute Manager		
Faculty	Faculty of Education and Arts		
Institute	Institute for Learning Sciences and Teacher Education (ILSTE)		
Nominated Supervisor	Director, Institute for Learning Sciences and Teacher Education		
Higher Education Worker (HEW) Level	HEW 8	Campus/Location	Brisbane CBD
CDF Achievement Level	2 Management (Line)	Work Area Position Code	
Employment Type	Full-Time, Continuing	Date reviewed	November 2018

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, Students, Learning and Teaching
- Vice President
- Pro Vice-Chancellor Assisting the Vice-Chancellor and President

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 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 THE INSTITUTE FOR LEARNING SCIENCES AND TEACHER EDUCATION

The Institute for Learning Sciences and Teacher Education (ILSTE) is a national research institute hosting a team of eminent researchers and international scholars undertaking nationally-funded research studies with a range of industry-funded partners. Our research draws on both qualitative and quantitative methodologies and includes large-scale, longitudinal studies and meta-analyses. A priority focus is on research relating to policy and practice.

ILSTE's research focuses on 21st Century learning, student diversity, innovation and engagement across eight areas of research concentration:

- assessment, evaluation and student learning
- learning, learner diversity and reforming classroom practices
- mathematics education across the disciplines
- early childhood futures
- educational semiotics in English and literacy pedagogy
- teacher education, quality and professional practice
- prevention of childhood disruptive behaviour disorders
- cognitive founts of early educational skills

ILSTE also has a growing team with expertise in data analytics including data design, statistical methods for modelling complex data (including longitudinal survey, administrative and linked datasets) and data science. Our researchers are concerned with generating and disseminating new knowledge to improve the learning outcomes of children and young people, especially those experiencing disadvantage, on the margins or at risk.

ILSTE provides a forum for researchers, scholars, policy makers and practitioners to collaborate and share evidence-based knowledge to address barriers to achievement and learning engagement faced by young people. Further information about the Institute can be found at: <http://www.lsia.acu.edu.au>

POSITION PURPOSE

The Institute Manager is responsible for providing leadership and management across administrative and research functions of the Institute. The role is responsible for undertaking strategic, financial and compliance management in collaboration with the Institute Director and Institute Leadership Team to fulfil the Institute's research strategy.

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
Responsible for the overall strategic and financial management and administration of the Institute's strategic initiatives including management, monitoring, and forecasting of operational budgets, partnerships, staffing resources and ensuring the Institute's compliance with ethics and integrity, budget and data collection requirements.	<ul style="list-style-type: none"> • Apply Commercial Acumen • Be Responsible and Accountable for Achieving Excellence • Know ACU Work Processes and Systems 	✓		✓	
Working with the Institute Grants Manager, responsible for advising on the management of existing multiple, large-scale externally funded research projects; monitoring program milestones and KPIs; advising on compliance and audit requirements of internal and external stakeholders; liaising with ACU Research Services on post-award research management matters.	<ul style="list-style-type: none"> • Collaborate Effectively • Be Responsible and Accountable for Achieving Excellence • Know ACU Work Processes and Systems 	✓		✓	✓
Responsible for supervising the accurate collection, validation and reporting for ILSTE publications including identifying, liaising and recommending system enhancements to reduce workload and increase productivity as well as identify and report on inconsistencies or variations to the overall Research Plan for ILSTE.	<ul style="list-style-type: none"> • Deliver Stakeholder Centric Service • Know ACU Work Processes and Systems 	✓		✓	✓
Responsible for overseeing the Institute's HDR program to ensure the Institute attracts and graduates high quality HDR students to the Institute's areas of research strength and delivers a world-class research training program.	<ul style="list-style-type: none"> • Know ACU Work Processes and Systems • Apply Commercial Acumen • Coach and Develop 	✓		✓	
Strategically manage the Institute's governance structures, research program, and professional research staff team including: chairing/supporting Committees, devising and managing strategic initiatives to support the growth and achievement of the Institute's research plan; leadership, input and timely updates on the progress and reporting of all of the Institute's research program initiatives including Grants, HDR, Publications, and Institute Administration.	<ul style="list-style-type: none"> • Know ACU Work Processes and Systems • Communicate with Impact • Make Informed Decisions 	✓		✓	

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
Maintain effective communication, collaboration and liaison between existing and potential project stakeholders, external parties, the Faculty, the Office of Deputy Vice-Chancellor (Research), and other relevant persons, by facilitating the exchange of information to meet the Institute objectives/goals.	<ul style="list-style-type: none"> Communicate with Impact Collaborate Effectively 	✓		✓	✓
Coordinate recruitment processes for all Institute staff, compliance with ACU policies and procedures, and ensure training, and ethics and integrity compliance.	<ul style="list-style-type: none"> Collaborate Effectively Coach and Develop Know ACU Work Processes and Systems 	✓		✓	✓
Responsible for the continuous research technology development and enhancement systems utilised by the Institute, including the ongoing training of all research staff, development and implementation of procedural improvements including records management compliance and ACU Policy/procedure compliance and implementation, in the areas of Grants, HDR, Publications, and governance.	<ul style="list-style-type: none"> Collaborate Effectively Coach and Develop Know ACU Work Processes and Systems 			✓	
Oversee the promotional research material for updating of project web pages and developing research materials for promotion and marketing of the Institute, coordination and preparation of ACU Annual reports, Institute Performance Data, Research Infrastructure Funding requests, coordination of events, and reporting to internal and external stakeholders as required.	<ul style="list-style-type: none"> Apply Commercial Acumen Communicate with Impact Be Responsible and Accountable for Achieving Excellence 	✓		✓	✓
Responsible for the collection, recording and reporting of the Institute's impact and engagement data and information.	<ul style="list-style-type: none"> Deliver Stakeholder Centric Service Know ACU Work Processes and Systems 	✓		✓	✓
Establish and review policies, protocols and processes to support the effective operation of the Institute.	<ul style="list-style-type: none"> Adapt to and Lead Change Communicate with Impact Know ACU Work Processes and Systems 	✓		✓	

HOW THE ROLE OPERATES

Key Challenges and Problem Solving

- Maintain currency of University policy and procedures, external funding body agreements, ethical policy and government legislation in response to changing/new legislation/industry requirements and proactively provide suggestions for improvement to ACU/ILSTE procedures through appropriate channels, as well as implement changes/procedures accordingly when available within policy.
- Ensure the high profile of the Institute with the overall management of all events and operational activities while dealing with external stakeholders, potential stakeholders, visitors, adjuncts and internal/external colleagues.
- Manage and influence Institute staff that do not come under their direct control to ensure universal compliance with reporting and other compliance requirements and alignment with Institute strategic objectives.
- Building a culture of service and continuous improvement and regularly review the effectiveness and quality of service, seeking feedback from stakeholders and recommend enhancements.
- Effectively and efficiently project manage large scale research projects, whilst managing compliance and operational requirements to support the Institute.
- Effectively balance the need to work proactively and autonomously with ensuring priorities are aligned with the requirements of the Director and Institute.

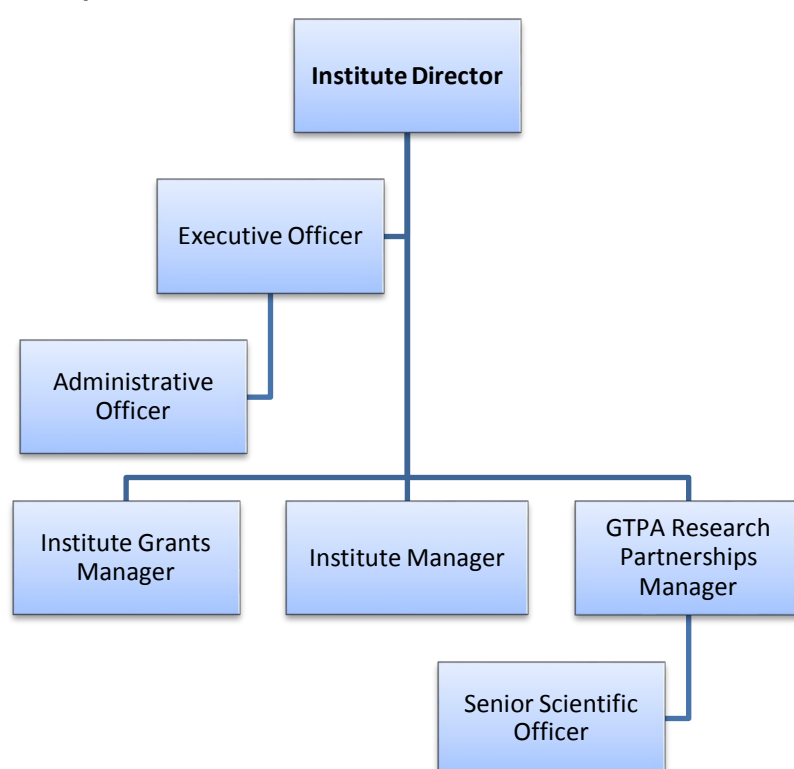
Decision Making / Authority to Act

- The position holder has substantial autonomy in the day-to-day operational management of the Institute and makes all decisions and approvals for operational activity of the Institute within financial delegation policy. This includes developing and implementing processes across the entire Institute to ensure compliance with internal and external requirements are met.
- The position holder investigates, analyses and provides advice and recommendations on policy and procedure improvements with and external to ILSTE in conjunction with various existing policies, legislation and external stakeholder requests.

Communication / Working Relationships

- The position holder liaises with all staff academic and professional, adjuncts and members within ILSTE in order to provide information, advice and manage operational requirements.
- The position holder liaises with staff across ACU through committee's and everyday operational management issues and in relation to building collaborations, sharing information and managing complex issues.
- The position holder liaises with external stakeholders and industry partners with regard to research and program information, key seminars and events management, operational requirements, stakeholder requests and to manage partnerships.
- The position holder communicates internally with staff and clients and is responsible for communicating policies, procedure, initiatives and direction consistent with guidelines and relevant legislation to those delivering the services. This includes staff within the Office of the DVC Research, Marketing and External Relations, Finance and Human Resources in order to liaise on research policy, reporting, marketing, event management, financial matters and staff and employment matters.
- The position holder liaises with HDR students in the management of administrative services and support.

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.	Completion, or progress towards, postgraduate qualification in management, accounting, or an administrative discipline; or an equivalent combination of relevant experience and/or education/training.	Yes
2.	Demonstrated successful management experience of a sophisticated research program in a large and complex research organisation.	Yes
3.	Demonstrated experience in coordinating research programs, including managing reporting, governance, and process management.	Yes
4.	Demonstrated excellent interpersonal skills together with an ability to liaise with staff, both academic and administrative, students, external agencies, and the general community.	Yes
5.	Demonstrated high level negotiation skills and the ability to communicate effectively with existing and potential stakeholders including an understanding of research project contractual obligations and research management systems.	No
6.	Demonstrated high level financial management ability, including budget development, management, monitoring, and reporting.	Yes

Qualifications and Capability		Selection Criteria?
Core Competencies (as per the Capability Development Framework)		
7.	Demonstrated 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.	Demonstrated ability to 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
9.	Demonstrated ability to plan work activity, prioritise time and resources using established university processes and technology to achieve optimum efficiency and effectiveness.	Yes
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