

POSITION DESCRIPTION

Position Title	Personal Assistant/Project Officer		
Organisational Unit	Faculty of Education and Arts		
Functional Unit	Office of the Executive Dean		
Nominated Supervisor	Associate Dean, Research		
Higher Education Worker (HEW) Level	HEW 6	Campus/Location	North Sydney
CDF Achievement Level	1 All Staff	Work Area Position Code	10491
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 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:

- Vice-Chancellor & President
- 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.

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 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.

Operating across seven campuses including Adelaide, Ballarat, Brisbane, Canberra, Melbourne, North Sydney, Strathfield as well as 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.

The Faculty of Education and Arts has a vibrant research culture that puts a premium on high quality, socially engaged scholarship that has impact and makes a difference. In the Excellence in Research for Australia (ERA) assessment, the Faculty was judged to be at or above world standard in Specialist Studies of Education; Curriculum and Pedagogy; Education Systems; Historical Studies; Politics and International Relations; and Sociology. The Faculty is committed to an ambitious research agenda addressing some of the key challenges of the 21st century.

Academics in the Faculty also undertake scholarly inquiry into learning and teaching in higher education, school and community settings.

Further information about the Faculty can be found at:

http://www.acu.edu.au/about_acu/faculties_institutes_and_centres

POSITION PURPOSE

The Personal Assistant/Project Officer provides a range of administrative support and advice to the Faculty of Education & Arts, principally by supporting the Associate Dean, Research (ADR). The incumbent will provide assistance by supporting a range of committees, undertaking general administration and progressing workflows associated with the Office of the ADR.

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](#) 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
<p>Provide efficient and effective executive support to the ADR. Responsibilities include:</p> <ul style="list-style-type: none"> • Diary management; • Preparing and distributing correspondence, meeting minutes and reports; • Servicing relevant committees, functions and events; and • Monitoring the ADR's budget and transactions. 	<ul style="list-style-type: none"> • Deliver Stakeholder Centric Service • Know ACU Work Processes and Systems 			✓	
<p>Provide administrative support for the Office of the ADR. This includes:</p> <ul style="list-style-type: none"> • Prepare, monitor and update a range of research-related print and electronic communications; • Maintenance and ordering of stationery; • Day-to-day office management and document tracking. 	<ul style="list-style-type: none"> • Know ACU Work Processes and Systems 			✓	
<p>Provide project management from inception to completion to support research related activities within the Office of the ADR.</p>	<ul style="list-style-type: none"> • Make Informed Decisions • Communicate with Impact 	✓		✓	
<p>Source data, compile and prepare draft documents for research-related Faculty reporting.</p>	<ul style="list-style-type: none"> • Know ACU Work Processes and Systems • Be Responsible and Accountable for Achieving Excellence 			✓	
<p>Formulate personal work action plans and timelines in order to prioritise tasks and responsibilities.</p>	<ul style="list-style-type: none"> • Be Responsible and Accountable for Achieving Excellence 	✓			

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
Provide effective and proactive communication with staff across the Faculty, relevant University Directorates, and other stakeholders, within the scope of the position.	<ul style="list-style-type: none"> Communicate with Impact 				
Provide a professional and friendly customer service to students, staff, stakeholders and the community.	<ul style="list-style-type: none"> Deliver Stakeholder Centric Service Communicate with Impact 				✓
Undertake tasks to support the Faculty as required.	<ul style="list-style-type: none"> Deliver Stakeholder Centric Service 			✓	

HOW THE ROLE OPERATES

Key Challenges and Problem Solving

- Maintaining high levels of professional judgement, using initiative within the scope of the position.
- Liaising extensively with both internal and external parties of the University.
- Managing expectations and multiple priorities, often within tight timeframes.

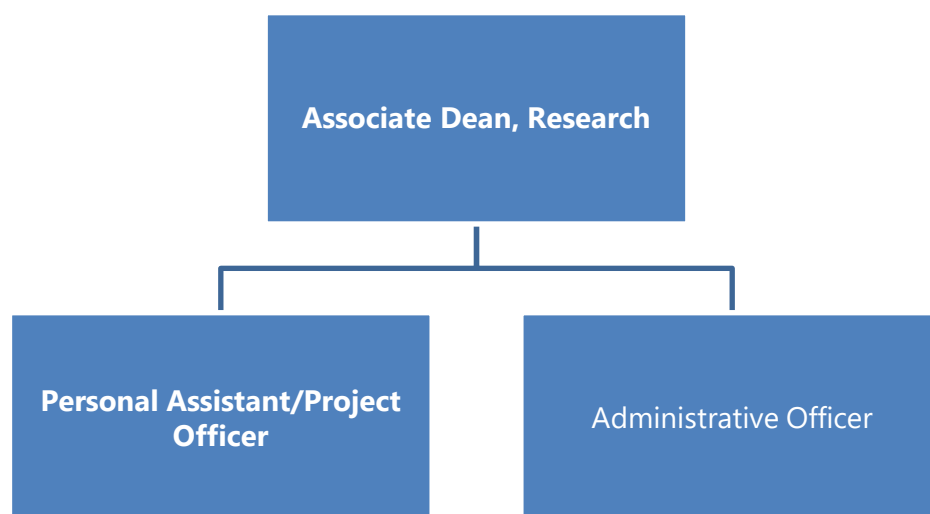
Decision Making / Authority to Act

- The position holder has substantial autonomy in the day-to-day management of support and administrative services.
- The position holder is required to execute personal judgement, be able to operate independently, and understand when to escalate issues to the appropriate person.

Communication / Working Relationships

- The position holder liaises with internal and external stakeholders including staff, students, visitors and clients to arrange meetings and to give and receive information on behalf of the ADR.
- The position manages enquiries from other organisations, students and members of the general public.

Reporting Relationships



SELECTION CRITERIA

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.

Qualifications and Capability		Selection Criteria?
Qualifications, skills, knowledge and experience		
1.	Relevant tertiary qualification and/or demonstrated experience in a position with similar responsibilities.	Yes
2.	Excellent organisational and time management skills, with the ability to work under pressure, deal with multiple and urgent priorities and meet deadlines.	Yes
3.	Ability to use initiative and personal judgment.	Yes
4.	High level of interpersonal skills, with the ability to interact with a diverse range of stakeholders of the organisation, both internal and external whilst maintaining discretion and confidentiality.	Yes
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
Core Competencies (as per the Capability Development Framework)		
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.	No

Qualifications and Capability		Selection Criteria?
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.	No
8.	Deliver Stakeholder Centric Service: Keep stakeholder interests at the core of ACU business decisions and ACU service excellence as a top priority. See the ACU Service Principles .	Yes
9.	Collaborate Effectively: Work collaboratively internally and externally to ACU to capitalise on all available expertise in pursuit of excellence. Demonstrated ability to work collaboratively with people at all levels and with a diverse range of internal and external stakeholders, whilst maintaining discretion and confidentiality, to achieve mutually beneficial outcomes.	Yes
10.	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
11.	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.	No
12.	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
13.	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
14.	Make Informed Decisions: Make informed, evidence-based decisions by sourcing and interpreting University and business information.	No
Other attributes		
15.	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
Desirable		
1.	Previous experience in a similar role or in a tertiary institution.	Yes
2.	Knowledge of procedures and operations in a tertiary institution.	Yes