

POSITION DESCRIPTION

Position Title	Faculty Policy and Project Coordinator		
Organisational Unit	Faculty of Education and Arts		
Functional Unit	Office of the Executive Dean of Education and Arts		
Nominated Supervisor	Faculty Manager		
Higher Education Worker (HEW) Level	HEW 8	Campus/Location	Melbourne/North Sydney
CDF Achievement Level	1 All	Position Number	#HR to assign
Employment Type	Full-time Continuing	Date reviewed	October 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 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 THE 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 for Religion, Politics and Society. 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.

ACU has established these new positions in the Faculty of Education and Arts to build on existing strengths and position the Faculty at the forefront of innovation and excellence in teaching, research and engagement into the future.

LEARNING AND TEACHING

The Faculty of Education and Arts offers highly flexible national, online and multimodal programs where students can discuss, debate and analyse in virtual classrooms. Students have opportunities to address real situations through professional and community experiences. It is recognised not only for its supportive and nurturing learning environment, but also for its ability to prepare graduates who think critically, who are guided by social justice principles and are highly valued by the professions.

Adding to its traditional strengths in primary and secondary teacher education, the education disciplines reflect key strengths in the areas of early childhood, mathematics and literacy education, assessment, educational leadership, religious education and wellbeing and inclusive education.

The Arts disciplines prepare graduates to be critical thinkers and global citizens. The disciplines include History, Politics, Sociology, English, Creative Arts, Drama, Music, International Development and Global Studies, and Social Sciences.

RESEARCH

ACU is committed to creating a specialized, growing and well-regarded research environment. In response to the changing environment of the Higher Education sector and the aim of positioning ACU to realise its Strategic Plan goals, the University has prioritised the intensification of research in priority research areas.

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, schooling and community settings.

POSITION PURPOSE

The Policy, and Project Coordinator supports the academic, business and operational goals of the Faculty and the operational and corporate governance standards of the University through effective and efficient administrative support for the Faculty's business needs.

The position is accountable for managing a range of Faculty and business processes in response to the unique needs of the Faculty of Education of Arts including tender submission coordination, governance processes,

facilitating stakeholder engagement, providing advice to the Faculty regarding relevant sector, University and Faculty policies and procedures, researching and providing information and options for Executive decision-making and the preparation of Faculty planning and policy documentation as they relate to the conduct of academic matters.

This position analyses a range of documentation including Sector policy relevant to the Faculty, Faculty responses to University strategy and oversight on a range of changes to policy, procedure or systems and provides recommendations to the Executive Dean and/or Faculty Manager on the impact to the Faculty's operations and resourcing. The position has critical responsibility for Faculty strategic direction.

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.

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
		✓	✓	✓	✓
Identify opportunities for new markets and products through the analysis of various reports, student enrolments, current course offerings and market information to inform Executive decision-making.	<ul style="list-style-type: none"> • Apply Commercial Acumen • Be responsible and accountable for achieving excellence 			✓	
Support the Faculty in obtaining new business, through the coordination of various tender submissions and implementation of required offerings to achieve the University's strategic goals.	<ul style="list-style-type: none"> • Apply Commercial Acumen • Be responsible and accountable for achieving excellence 			✓	

<p>Manage Faculty projects regarding the delivery of FEA products and services to cater for the bespoke needs of wide-ranging stakeholders. This includes:</p> <ul style="list-style-type: none"> • developing business cases and project proposals; • identifying project timelines and resource needs; • coordinating multidisciplinary teams across the Faculty; • preparation and monitoring of project budgets; • maintain oversight of project implementation; • review and refine project governance arrangements to maintain effective oversight. 	<ul style="list-style-type: none"> • Be Responsible and Accountable for Achieving Excellence • Collaborate Effectively • Know ACU Work Processes and Systems 			✓	
<p>Facilitate the Faculty postgraduate and International strategy through the development of a range of proposal submissions and subsequent implementation of approved projects to ensure outcomes are delivered within budget and timelines.</p>	<ul style="list-style-type: none"> • Be Responsible and Accountable for Achieving Excellence • Collaborate Effectively • Know ACU Work Processes and Systems 			✓	
<p>Evaluate policies and procedures that have significant business, regulatory and/or technical challenges and develop alternative solutions for the approval of the Executive which may include changes to courses, its delivery, policies and procedures.</p>	<ul style="list-style-type: none"> • Make Informed Decisions • Be Responsible and Accountable for Achieving Excellence • Collaborate Effectively 			✓	

<p>Oversee the preparation and distribution of papers and minutes for a range of Faculty Committees, including Faculty Board, and its associated standing committees and throughput to University Committees.</p> <p>Responsibilities also include:</p> <ul style="list-style-type: none"> communicating Faculty Board outcomes and the impact to all relevant staff; following up on action items; coordinating the Executive Dean's list for notification to Faculty Board; managing documentation for courses for integrity and retrieval/quality assurance; Managing the conduct of Faculty Board elections. 	<ul style="list-style-type: none"> Be Responsible and Accountable for Achieving Excellence Collaborate Effectively Know ACU Work Processes and Systems 			✓	
<p>Overseeing the management and maintenance of relevant course browser, handbook, course offerings and other throughput from Faculty and University Committees such as Faculty Board and Academic Board.</p>	<ul style="list-style-type: none"> Be Responsible and Accountable for Achieving Excellence Know ACU Work Processes and Systems 			✓	
<p>Work with the Faculty Executive and HR to support staff planning needs of the Faculty to ensure the achievement of the Faculty's strategic priorities.</p>	<ul style="list-style-type: none"> Make Informed Decisions Be Responsible and Accountable for Achieving Excellence Collaborate Effectively 			✓	

Investigate various student matters such as student appeals, complaints and Academic Honesty, and ensuring the management of Student Appeals and student complaints procedures are in line with University Policy.	<ul style="list-style-type: none"> • Make Informed Decisions • Be Responsible and Accountable for Achieving Excellence • Know ACU Work Processes and Systems 			✓	
Coordinate the submission of various university reports such as Academic Honesty reports, Faculty Appeal register and student waiver reports.	<ul style="list-style-type: none"> • Be Responsible and Accountable for Achieving Excellence • Collaborate Effectively • Know ACU Work Processes and Systems 			✓	
Lead the Faculty's engagement in University system implementations including: <ul style="list-style-type: none"> • being the main contact to liaise with the National Schools on ACU system projects; • collating feedback, coordinating system testing and developing a response to relevant University project teams on behalf of the Faculty. 	<ul style="list-style-type: none"> • Collaborate Effectively • Know ACU Work Processes and Systems • Make Informed Decisions 				✓
Liaise with various internal and external stakeholders, ensuring that the Faculty course offerings are accurate and comply with the University's compliance policies and frameworks.	<ul style="list-style-type: none"> • Collaborate Effectively • Know ACU Work Processes and Systems • Make Informed Decisions 			✓	
Undertake a range of tasks and/or projects at the discretion of the Executive Dean and/or Faculty Manager in line with the scope of the role.	<ul style="list-style-type: none"> • Be Responsible and Accountable for Achieving Excellence • Collaborate Effectively • Know ACU Work Processes and Systems 				✓

HOW THE ROLE OPERATES

Key Challenges and Problem Solving

- Maintain currency of knowledge of continually changing/new government policy developments in teacher education relevant to the role. This requires an understanding of the political environment as well as higher education strategy, policies and principles.
- Maintain currency of Faculty procedures in response to changing/new legislation/industry requirements.
- Implementation of effective national process across the Faculty to ensure accuracy of information and meeting tight timelines.
- Analysis and synthesising of information from multiple data sources to accurately inform decision-making.

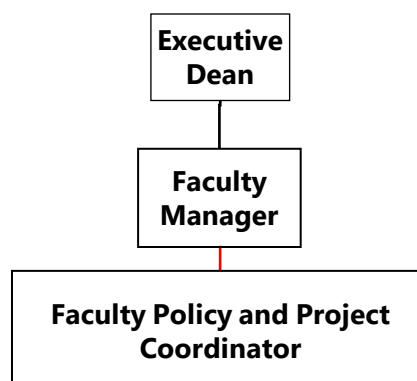
Decision Making / Authority to Act

- The position holder gives advice and recommendations on a range of policy improvements and student matters to the Executive and Faculty Manager in response to legal requirements.
- The position holder drives and manages a range of projects within budget and strict timelines.
- The position holder establishes plans and makes recommendations to improve processes and stakeholder experiences.

Communication / Working Relationships

- The position holder will be required to communicate with a range of stakeholders from various directorates of the University and relevant external organisations to share information, make recommendations and provide advice on a range of policy, course and student matters.
- The position will be required to consult and influence Heads of Schools around postgraduate and other initiatives and opportunities to introduce new offerings and/or modify existing offerings.
- The position will be required to work with nominated staff from the National Schools to prepare project and/or tender submissions.

Reporting Relationships



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

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.

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**.

Selection Criteria	
1.	Completion of, or progress towards, postgraduate qualifications in a relevant discipline and extensive experience within a complex environment; or an equivalent combination of relevant experience and/or education/training.
2.	High level of interpersonal and written communication skills including preparation of a range of proposals, position papers and plans with great attention to detail.
3.	Exceptional analytical and conceptual skills with proven ability to adapt to new situations and develop creative solutions to address complex strategic and operational issues.
4.	Well-developed research and problem-solving skills including the ability to extract and analyse information from multiple sources and review documents and policies of a complex nature.
5.	Ability to interpret a range of sector and university policies and procedures and provide strategic advice to the Faculty Executive/senior management.
6.	High level of organisational and time management skills, including the ability to take on numerous diverse tasks with competing timelines within a high-pressure environment.
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.
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 Delivery Model.
9.	Collaborate Effectively: Work collaboratively internally and externally to ACU to capitalise on all available expertise in pursuit of excellence.
10.	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.
11.	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.
12.	Make Informed Decisions: Make informed, evidence-based decisions by sourcing and interpreting University and business information.

Selection Criteria	
13.	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.