

POSITION DESCRIPTION

Position Title	Coordinator, IHEU		
Organisational Unit	Coordination Portfolio		
Functional Unit	First Peoples		
Nominated Supervisor	Associate Director		
Higher Education Worker (HEW) Level	HEW 8	Campus/Location	Brisbane
CDF Achievement Level	2 Management (Line)	Position Number	As per location
Employment Type	11 months fixed term, full time – parental leave cover	Date reviewed	August 2020

ACU considers that being Aboriginal and Torres Strait Islander is a genuine occupational requirement for this position under s 42 of the Discrimination Act 1991 (ACT)/ s 14 of the Anti-Discrimination Act 1977 (NSW), s 25 of the Anti-Discrimination Act 1991 (Qld), sub-s 26(3) or s 28 of the Equal Opportunity Act 2010 (Vic)

The positions therefore are only open to Aboriginal or Torres Strait Islander applicants.

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 OFFICE OF THE DEPUTY VICE-CHANCELLOR, COORDINATION

Established in February 2019, the Office of the Deputy Vice-Chancellor, Coordination is a new University portfolio which, among other key responsibilities, plays a major part in extending ACU's Catholic intellectual and ethical capacity.

The Office of the Deputy Vice-Chancellor, Coordination, comprises ACU's Core Curriculum, the University's Associate Vice Chancellors and Campus Deans, and certain Institutes and Centres that support the University's contribution to Ethics, including; the PM Glynn Institute, the Institute of Child Protection Studies, the Plunkett Centre for Ethics and the Queensland Bioethics Centre.

The major areas of responsibility for the Office of the Deputy Vice-Chancellor, Coordination, encompass: maintaining institutional unity as well as campus diversity across a multi-state, multi-campus university; developing a national approach to Catholicity by coordinating Catholic intellectual life and cultural dialogue with the secular world, extending to both student and staff formation; and coordinating and overseeing changes to organisational structures to achieve organisational direction in line with the Vice-Chancellor's priorities #

ABOUT THE FIRST PEOPLES DIRECTORATE

The First Peoples Directorate incorporating Indigenous Higher Education Units is responsible for Aboriginal and Torres Strait Islander education outcomes, to provide leadership in:

- Facilitating success of current Aboriginal and Torres Strait Islander students
- Engagement with prospective Aboriginal and Torres Strait Islander students
- Building sustainable partnerships with Aboriginal and Torres Strait Islander communities
- Developing cultural competency across ACU
- Embedding First Peoples' perspectives in curriculum and research
- Enabling culturally safe environments to enhance the belonging of Aboriginal and Torres Strait Islander peoples

The First Peoples Directorate focus is exclusively on First Peoples strategic leadership aligned with current higher education sector practices. This focus includes the progress the implementation of the ACU Reconciliation Action Plan and the Cultural Capability Strategy that underpin the University's commitment to improving educational outcomes for Aboriginal and Torres Strait Islander people.

POSITION PURPOSE

The purpose of this position is to:

- Lead and manage the Indigenous Higher Education Unit on Brisbane and Canberra campus to provide a range of services to students, faculties and the University community
- Provide professional services through leadership and effective management of University policies and contribute to achieving the University's Mission and Strategic Plan
- Support Aboriginal and Torres Strait Islander students and community members in their engagement with ACU
- Provide leadership to staff and students in strengthening the understandings of Aboriginal and Torres Strait Islander cultural knowledges
- In collaboration with and as a member of the First Peoples Directorate, undertake delegated financial management of the respective Unit's budget and coordination of Government funded program budgets

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
- [ACU Innovate 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
		✓	✓	✓	✓
Lead and effectively manage the implementation of the University's Mission, Philosophy and Values for the successful operation of the respective Aboriginal and Torres Strait Islander Education Units.	Live ACU's Mission, Vision and Values	✓			
Lead and effectively manage the administration of the respective Indigenous Higher Education Units including: <ul style="list-style-type: none"> • Unit planning • Financial budgets • People management • Regular reporting • Provide effective leadership, supervision and planning • Maintain standard operating practices, risk procedures and other systems • build staff cultural competencies 	Know ACU work processes and systems Coach and Develop	✓			

Develop and maintain internal and external stakeholder relationships within all areas of the University, local partnerships and community to influence and elevate Aboriginal and Torres Strait Islander engagement and student success, this includes representation on ACU and community committees, boards and working group.	Apply Commercial Acumen Collaborate Effectively Communicate with Impact		✓		
Collaborate with Faculties, Institutes, Directorates to provide Aboriginal and Torres Strait Islander cultural perspectives in course development, reviews and operations.	Collaborate Effectively Communicate with Impact		✓		
Provide cultural and personal support to Aboriginal and Torres Strait Islander students including culturally safe and supportive environments for Aboriginal and Torres Strait Islander students, Elders and community groups.	Be Responsible and Accountable for Achieving Excellence		✓		
Lead and be accountable for the respective Unit's student support, wellbeing and success: <ul style="list-style-type: none"> • Admissions • Participation • Academic success • Advocacy • Scholarships • Study assistance (Tutorial Assistance) • Cultural knowledges • Retention • Community engagement • Student leadership • Referral to other ACU services • Away from Base Program • Placements • Monitoring and reporting 	Be Responsible and Accountable for Achieving Excellence Make Informed Decisions		✓		

Future student outreach and recruitment in collaboration with Future Students team and Equity Pathways to achieve set outcomes.	Collaborate Effectively Communicate with Impact		✓		
Contribute and lead an organisational culture that acknowledges and values Aboriginal and Torres Strait Islander people, and their knowledges and cultures.	Adapt to and lead change		✓		

HOW THE ROLE OPERATES

Key Challenges and Problem Solving

- Manage respective Unit resources to achieve strategic outcomes
- Implement effective and agile processes to ensure streamlined functioning of the IHEU in a changing environment
- Co-design innovative programs and activities to further engage students and community
- Cultivate respect and understanding of Aboriginal and Torres Strait Islander cultures across the University, specifically the respective IHEU campus

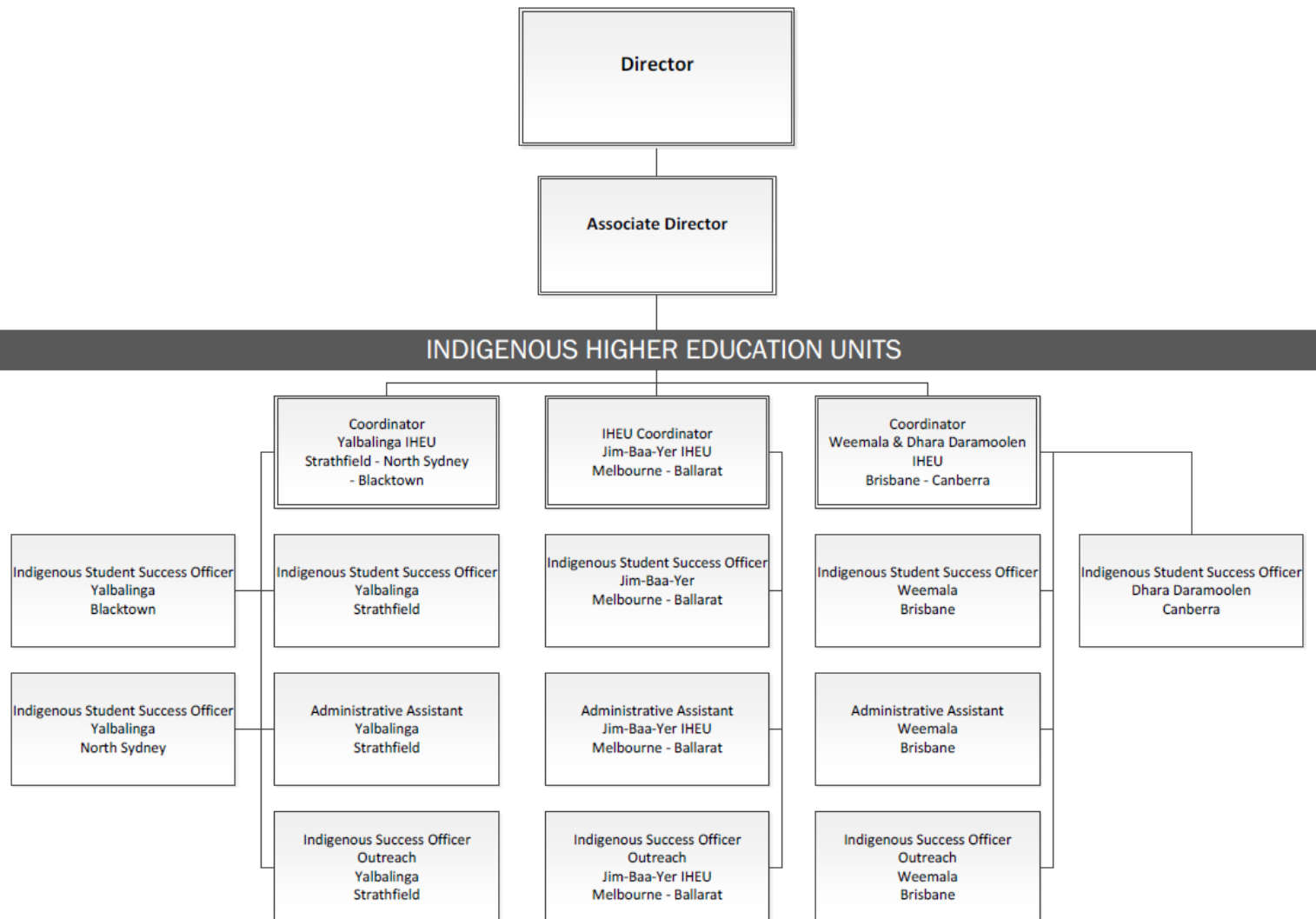
Decision Making / Authority to Act

- Management, support and administrative functions of the respective IHEU
- Development and management of policies, processes and systems.
- Manage and respond to competing demands from multiple external and internal stakeholders

Communication / Working Relationships

- The position holder collaborates with relevant staff across the University (local campus) in relation to design and development of initiatives addressing student success, course development, community engagement and promotion of Aboriginal and Torres Strait Islander culture.
- The position holder provides leadership and coaching to direct reports under the guidance and supervision of the Associate Director, First Peoples.
- The position holder will be required to communicate with staff from other Universities and relevant external organisations to coordinate joint initiatives.

Reporting Relationships



QUALIFICATIONS AND CAPABILITY OF THE POSITION HOLDER

Qualifications and Capability		Selection Criteria?
Qualifications, skills, knowledge and experience		
1.	Identification as Aboriginal or Torres Strait Islander. Australian Catholic University considers that being of Aboriginal or Torres Strait Islander origin is a genuine occupational qualification for this role.	Yes
2.	A relevant degree, or an equivalent combination of relevant experience and/or education/training.	Yes
3.	Experience managing respective Units operations including budgets, administration and people management.	Yes
4.	Demonstrated planning and organisational skills, with the ability to manage competing demands, achieve required outcomes and meet deadlines in a changing environment	Yes
Core Competencies (as per the Capability Development Framework)		
5.	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.	Yes
6.	Collaborate Effectively: Work collaboratively internally and externally to ACU to capitalise on all available expertise in pursuit of excellence.	Yes
7.	Leadership experience in community engagement and demonstrated high level relationship management in building and sustaining authentic partnerships with Aboriginal and Torres Strait Islander peoples and negotiate for mutually beneficial outcomes that are aligned with the Mission, Vision and Values of the University.	Yes
8.	Demonstrated leadership experience in coaching and developing self and others through setting clear expectations, managing performance and developing required capabilities to establish a culture of learning and improvement for a team that is located locally and remotely	Yes
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.	Yes

Qualifications and Capability		Selection Criteria?
10.	Evidence of ability to work with children, and contribute to and protect their safety and wellbeing. The successful applicant will be required to hold a valid working with children clearance for the State or Territory in which the position is located.	Yes
11.	For the Brisbane/Canberra coordinator position: Evidence of ability to work with vulnerable people, and contribute to and protect their safety and wellbeing. The successful applicant will be required to be registered to work with vulnerable people in the Australian Capital Territory	Yes