

POSITION DESCRIPTION

Position Title	Widening Participation Project Support Officer		
Organisational Unit	First Peoples and Equity Pathways		
Functional Unit	Equity Pathways		
Nominated Supervisor	National Manager, Equity Pathways		
Higher Education Worker (HEW) Level	HEW 6	Campus/Location	Strathfield
CDF Achievement Level	1 All Staff	Position Number	#HR to assign
Employment Type	Fixed term 12 months Full Time	Date reviewed	January 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 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 EDUCATION AND INNOVATION PORTFOLIO

The Education portfolio is responsible for strategy and programs in the University that centre on students, learning and teaching and the staff responsible for program and service delivery. The Deputy Vice-Chancellor (Education), supports the Vice-Chancellor in providing leadership to:

- First Peoples and Equity Pathways
- Library
- Learning and Teaching Centre
- Office of Student Success
- Student Engagement and Services
- Student Strategies

ABOUT THE FIRST PEOPLES AND EQUITY PATHWAYS DIRECTORATE

The First Peoples and Equity Directorate comprises the Office of Director, Indigenous Higher Education Units, Equity Pathways team and Clemente Australia team. The First Peoples and Equity Directorate has the two key responsibility areas:

1. Supporting the implementation of ACU's Aboriginal and Torres Strait Islander education and employment objectives that seek to:
 - Engage the ACU community in a deeper understanding of Aboriginal and Torres Strait Islander peoples' knowledges, histories and cultures;
 - Contribute to improved participation and success of Aboriginal and Torres Strait Islander students;
 - Enhance the belonging of Aboriginal and Torres Strait Islander peoples by providing a culturally safe and enabling higher education environment;
 - Take a leadership role in engagement with Aboriginal and Torres Strait Islander communities;
 - Provide cultural, pastoral and academic support and referrals to Aboriginal and Torres Strait Islander students; and
 - Manage key external stakeholder engagement, targeted recruitment and promotion of ACU to Aboriginal and Torres Strait Islander communities.
2. Supporting the implementation of ACU's Equity and Widening Participation objectives through longer term planning and effective delivery of programs to:
 - Contribute to improved access and participation in higher education for people from low socioeconomic backgrounds (including Aboriginal and Torres Strait Islander students and Regional and Rural students);
 - provide widening participation programs in partnership with schools and community organisations and with ACU students to improve the access, participation and success of people from low socioeconomic backgrounds in higher education;
 - Develop and implement widening participation pre-access, access and participation programs in collaboration with ACU Indigenous Higher Education Units and Clemente Australia;
 - Collaborate with other universities on evaluative research and outreach initiatives.

POSITION PURPOSE

The purpose of the Widening Participation Project Support Officer is to provide high level administrative and project support for Equity Pathways. This will involve the review, development, improvement and implementation of effective processes and systems for Equity Pathways projects, general financial administration and the coordination of social marketing, communications and public relations projects.

This will be achieved through:

- Supporting the coordination of Equity Pathways widening participation programmes
- Review, develop and implement efficient and high level administrative and project work ensuring timelines are met
- General financial administration and understanding of the operations of the TechOne Finance System, including budget tracking and interpretation of financial reports
- Coordination of social marketing, communications and public relations projects
- Managing relationships with School and Faculty staff, and members of other faculties and departments, to achieve the Equity Pathways vision and goals

The Widening Participation Project Support Officer position is located at Strathfield campus.

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 ✓
Provide high level administrative and project support. Work closely with Equity Pathways National Manager and team members to support the coordination of Equity Pathways widening participation programs.	<ul style="list-style-type: none"> • Collaborate Effectively • Communicate with Impact • Be Responsible and Accountable for Achieving Excellence 	☒			
Review, develop and implement efficient and high level administrative and project work ensuring timelines are met.	<ul style="list-style-type: none"> • Collaborate Effectively • Communicate with Impact 	☒			
<p>General financial administration and understanding of the operations of the TechOne Finance System, including budget tracking and interpretation of financial reports.</p> <p>Review of monthly expenditure of funding and liaise with Equity Pathways staff to ensure budget requirements are met and assist the National Manager, Equity Pathways in the day-to-day activities of projects and budget requirements</p>	<ul style="list-style-type: none"> • Collaborate Effectively • Communicate with Impact • 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 ✓
Initiate, develop and coordinate social marketing, communications and public relations projects internally and externally.	<ul style="list-style-type: none"> • Collaborate Effectively • Communicate with Impact • Be Responsible and Accountable for Achieving Excellence 			☒	
Contribute to the presentation and development of written plans, reports, infographics, sites and procedures and other publications.	<ul style="list-style-type: none"> • Be Responsible and Accountable for Achieving Excellence 	☒			
Respond to and follow up on external and internal inquiries and ensure prompt action is taken.	<ul style="list-style-type: none"> • Be Responsible and Accountable for Achieving Excellence 	☒			
Deliver accurate, relevant and timely advice and information to the National Manager	<ul style="list-style-type: none"> • Be Responsible and Accountable for Achieving Excellence 	☒			
Contribute to the planning and development of future initiatives with the Equity Pathways national team that further enhance and develop outcomes aligned with the First People's and Equity Pathways widening participation agenda and the mission of ACU.	<ul style="list-style-type: none"> • Collaborate Effectively 			☒	
Coordination of special projects as directed by the National Manager Equity Pathways	<ul style="list-style-type: none"> • Be Responsible and Accountable for Achieving Excellence 			☒	
Any other duties as directed, commensurate with the scope and classification of the position within Equity Pathways.	<ul style="list-style-type: none"> • Be Responsible and Accountable for Achieving Excellence 			☒	
Manage relationships with ACU School and Faculty Staff, and members of other faculties and departments, to achieve Equity Pathways vision and goal	<ul style="list-style-type: none"> • Collaborate Effectively • Communicate with Impact 				☒

HOW THE ROLE OPERATES

Key Challenges and Problem Solving

- Reviewing, developing and implementing efficient and high level administrative and project work to support Equity Pathways partnerships with schools and communities and widening participation programs which target regional and rural, refugee and Aboriginal and Torres Strait Islander students from low SES backgrounds.
- Promoting the Widening Participation Equity Pathways agenda through social marketing and communications projects internally and externally to foster collaborative working partnerships that support widening participation strategies and the wider ACU Strategic Plan.

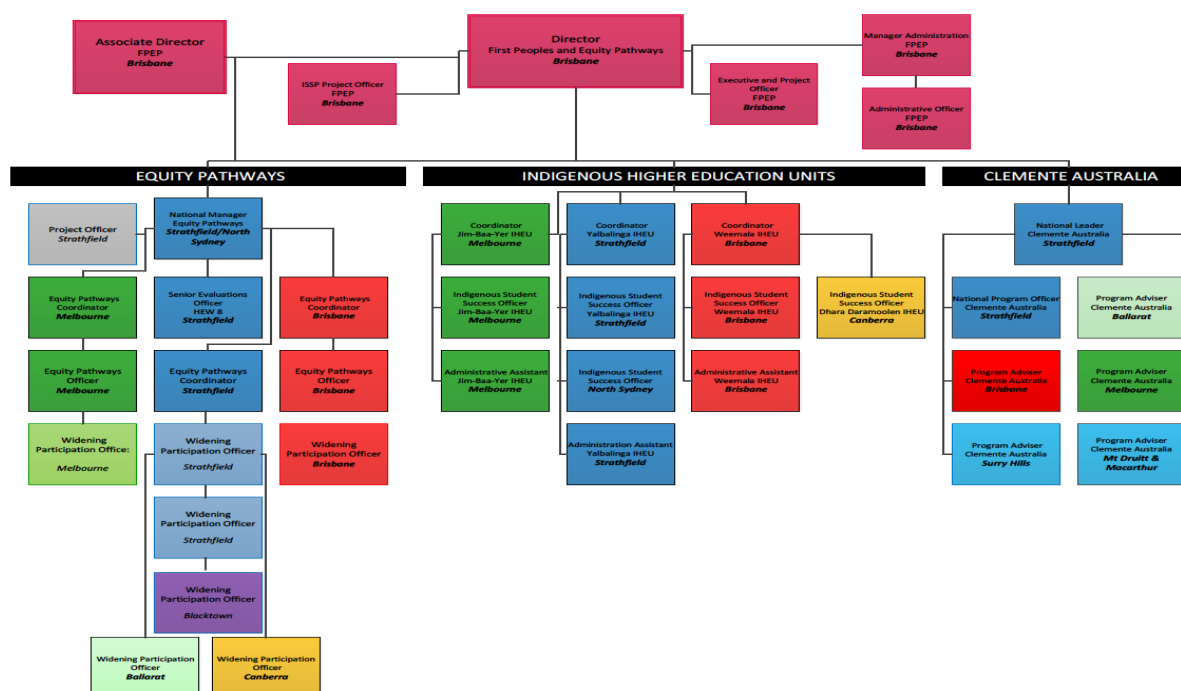
Decision Making / Authority to Act

- The position holder responds to routine problems.
- The position holder adheres to particular Equity Pathways objectives but is required to call on their own knowledge and experience to be flexible and innovative in order to meet the needs of the many and varied partners.

Communication / Working Relationships

- The position holder will be required to communicate with professionals from other Universities, school partners and community partners and relevant external organisations to coordinate joint initiatives.
- 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.
- The position holder communicates appropriately with students, caregivers and members of the general public.

Reporting Relationships



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

SELECTION CRITERIA

Qualifications, skills, knowledge and experience	
1.	An equivalent combination of training and experience or an appropriate degree qualification in a relevant discipline
2.	Project information management expertise and a track record of delivering projects within specified timelines and budget.
3.	Demonstrated ability to organise and plan, and to meet rigid and conflicting demands and deadlines, along with the ability to adapt to changed priorities.
4.	Demonstrated ability to coordinate social marketing, communications and public relations projects
5.	Demonstrated communication and interpersonal skills with the ability to produce clear and accurate communications that are appropriate for their intended audience.
6.	Proven capability to work positively and effectively as part of a collaborative work team, to accommodate and work well with different working styles and to work independently where required.
7.	Proven computer literacy skills, including use of Microsoft Office suite, Adobe InDesign and Microsoft SharePoint, with attention to detail and a high level of accuracy.
Core Competencies (as per the Capability Development Framework)	
8.	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.
16.	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.
Other Attributes	
1.	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.
2.	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.