

POSITION DESCRIPTION

Position Title	Executive Officer to the Deputy Vice-Chancellor (Students, Learning and Teaching)		
Organisational Unit	Deputy Vice-Chancellor (Students, Learning and Teaching)		
Functional Unit	Office of the Deputy Vice-Chancellor (Students, Learning and Teaching)		
Nominated Supervisor	Deputy Vice-Chancellor (Students, Learning and Teaching)		
Classification	HEW 6	Campus/Location	North Sydney
CDF Achievement Level	1 All Staff	Work Area Position Code	
Employment Type	Full-time, Fixed term (based on performance and formal review).	Date reviewed	

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
- 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 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.

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 STUDENTS, LEARNING AND TEACHING PORTFOLIO

The Students, Learning and Teaching 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 (Students, Learning and Teaching), 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

POSITION PURPOSE

The purpose of the position of the Executive Officer is to provide high level support to the Deputy Vice-Chancellor (SLT) and to staff of the Office of the Deputy Vice-Chancellor. The role will act as a central point of contact and provide all necessary support and assistance for the Deputy Vice-Chancellor and the efficient running of the Office. It will also provide assistance to priority projects within the Office of the Deputy Vice-Chancellor and assist the Portfolio Strategy Manager on reporting, finance, and student matters.

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

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 support to the Deputy Vice-Chancellor (SLT), including responsibility for: <ul style="list-style-type: none"> • Diary management • Travel arrangements • Meeting preparation • Day to day communications (telephone, email, received correspondence) • Draft correspondence • Proofing Deputy Vice-Chancellor reports and documents • Provide research assistance to the Office of the Deputy Vice-Chancellor 	<ul style="list-style-type: none"> • Collaborate Effectively • Be Responsible and Accountable for Achieving Excellence 	X			
Manage incoming queries to the Office of the Deputy Vice-Chancellor from initial inquiry to completion, through proactively identifying issues and using judgment to refer significant/complex matters to the appropriate staff within the portfolio of the Deputy Vice-Chancellor.	<ul style="list-style-type: none"> • Be Responsible and Accountable for Achieving Excellence • Make Informed Decisions 				X
Facilitate positive and professional working relationships with key stakeholders and clients, both internal and external, ensuring confidence in and enhancement of the reputation of the Office of the Deputy Vice-Chancellor (SLT).	<ul style="list-style-type: none"> • Be Responsible and Accountable for Achieving Excellence • Collaborate Effectively 				X
Establish and monitor follow up / actions required from the Office of the Deputy Vice-Chancellor (SLT) to respond to Senate, EPG, Academic Board, as well as sub committees of Academic Board and other Committees chaired by the Deputy Vice-Chancellor (SLT) to ensure deadlines are met.	<ul style="list-style-type: none"> • Be Responsible and Accountable for Achieving Excellence • Make Informed Decisions 				X
Maintain records accurately, safely and, where required, confidentially.	<ul style="list-style-type: none"> • Be Responsible and Accountable for Achieving Excellence • Know ACU Work processes and Systems 	X			

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 ✓
Prepare or assist in the preparation of various Deputy Vice-Chancellor (SLT) communications and assist in maintaining DVC(SLT) web/SharePoint sites.	<ul style="list-style-type: none"> • Be Responsible and Accountable for Achieving Excellence • Know ACU Work Processes and Systems • Make Informed Decisions 	X			
Provide secretarial support for the Office of the Deputy Vice-Chancellor (SLT) meetings and other meetings when required.	<ul style="list-style-type: none"> • Collaborate Effectively • Be Responsible and Accountable for Achieving Excellence • Make Informed Decisions 	X			
Provide hospitality support for the Office of the Deputy Vice-Chancellor (SLT).	<ul style="list-style-type: none"> • Collaborate Effectively 	X			

HOW THE ROLE OPERATES

Key Challenges and Problem Solving

- Use judgment and knowledge to make decisions on the most appropriate response to queries including when to refer to the Deputy Vice-Chancellor (SLT), refer to other staff within the Office of the Deputy Vice-Chancellor (SLT) or to other relevant areas.
- Coordinate competing and complex demands on the Deputy Vice-Chancellor (SLT), taking into account strategic objectives/priorities, internal and external stakeholder relationships and requirements.
- Coordinate effective processes to support the Office of the Deputy Vice-Chancellor and effectively bring matters for urgent attention / prioritization and following up to ensure deadlines are met. Assist with research of issues to assist the Office of the Deputy Vice-Chancellor (SLT) in the preparation of reports, speeches and presentations.
- In consultation with the Portfolio Strategy Manager, process accounts and monitor expenditure within the budget of the Office of the Deputy Vice-Chancellor (SLT).
- Draft reports or presenting material that is fit for purpose, that is, suitable for its intended audience and professionally presented.
- Familiarity with using Microsoft Office Suite, specifically SharePoint, Excel, PowerPoint and other presentation tools to present information.
- Being well organised and flexible, in order to respond to urgent requests and tight deadlines.

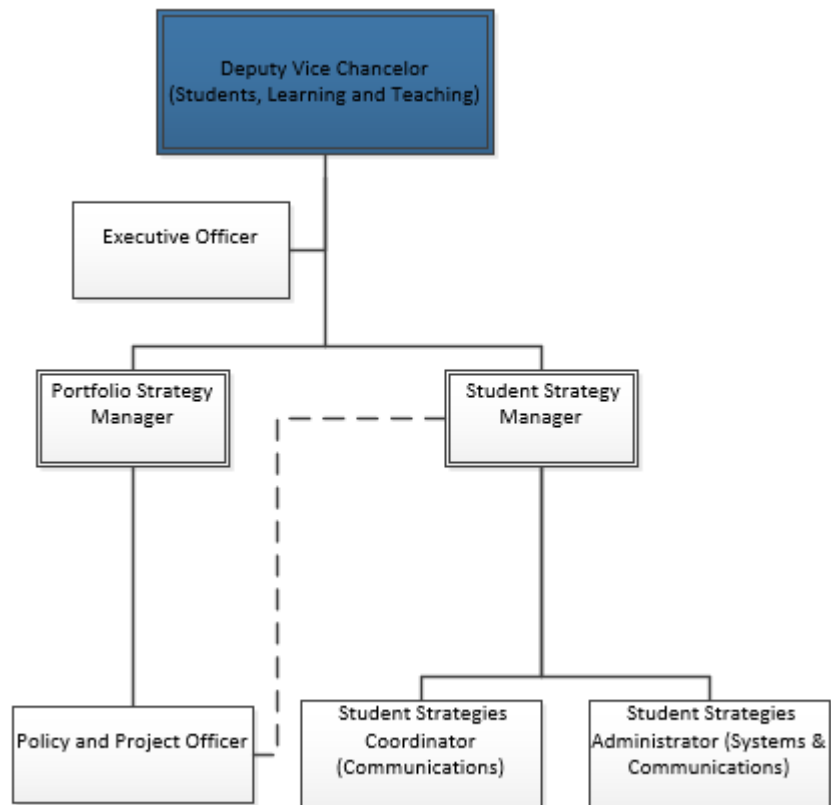
Decision Making / Authority to Act

- The position holder is responsible for responding on behalf of the Deputy Vice-Chancellor (SLT) where appropriate, and referring matters of strategic importance or more complex matters to the appropriate person within the portfolio of the DVC (SLT), and for coordinating advice upon return for the DVC (SLT).
- The position holder is responsible for managing the diary of the Deputy Vice-Chancellor (SLT) and for decisions that facilitate the smooth and efficient operation of the Office of the Deputy Vice-Chancellor (SLT).
- Prioritisation of people (internal and external) seeking to meet with the Deputy Vice-Chancellor (SLT).

Communication / Working Relationships

- The position holder primarily communicates with and supports the Deputy Vice-Chancellor (SLT) to ensure the Deputy Vice-Chancellor (SLT) is aware of and prepared for up-coming appointments and other issues/matters that have a significant impact on the Office of the Deputy Vice-Chancellor (SLT) and its service delivery to the University.
- The position holder liaises with all internal and external stakeholders and clients to arrange meetings and to give and receive information for/from the Deputy Vice-Chancellor (SLT).
- The position holder collaborates with the Portfolio Strategy Manager for the efficient running of the Office of the Deputy Vice-Chancellor (SLT).
- The position holder prepares communications from the Deputy Vice-Chancellor (SLT) on matters including correspondence and special announcements.
- The position holder researches material to assist the Office of the Deputy Vice-Chancellor (SLT) in the preparation of report, speeches and presentations.

Reporting Relationships



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

SELECTION CRITERIA

1.	Relevant tertiary qualifications or proven experience providing high level administrative support to senior management in a complex/national organization.
2.	Highly developed communication and interpersonal skills to liaise, consult and negotiate effectively with a wide range of people within and beyond the University community, including key stakeholders.
3.	High level of written communication skills including demonstrated ability to draft and proof documentation.
4.	Ability to provide timely and accurate advice on a range of policies and procedures.
5.	Ability to act with discretion, use initiative and judgment and maintain confidentiality.
6.	High level of computer literacy and advanced user knowledge of Outlook, Sharepoint, and the Microsoft Office Suite, including the development of PowerPoint presentations
Core Competencies (as per the Capability Development Framework)	
7.	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.	Demonstrated ability to work autonomously and collaboratively within a team environment, internally and externally to ACU in order to capitalise on all available expertise in pursuit of excellence.
9.	Demonstrated ability to take personal accountability for achieving high quality outcomes, keeping stakeholder interests at the core of business decisions in order to achieve organisational objectives and service excellence. See the ACU Service Delivery Model .
10.	Well-developed problem-solving skills, attention to detail and sound organisational skills with the ability to make informed, evidence-based decisions whilst meeting competing deadlines.
Other attributes	
11.	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.