

POSITION DESCRIPTION

Position Title	Senior Manager, Operations and Programs		
Organisational Unit	Deputy Vice -Chancellor (Coordination) Portfolio		
Functional Unit	Office of the Deputy Vice-Chancellor (Coordination)		
Nominated Supervisor	Deputy Vice-Chancellor (Coordination)		
Higher Education Worker (HEW) Level	HEW 10	Campus/Location	North Sydney
CDF Achievement Level	2 Management (Middle)	Position Number	TBC
Employment Type	Full-time Fixed Term	Date reviewed	September 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 COORDINATION PORTFOLIO

The Deputy Vice-Chancellor (Coordination) portfolio is responsible for the changes to organisational structures to achieve organisational direction and the Vice-Chancellor's priorities, and subsequent organisational change strategies. The Coordination Portfolio also has responsibility for the leadership of the Core Curriculum and the University's capacity for ethical and intellectual life aligned to the Identity and Mission and Strategic Plan.

The Deputy Vice-Chancellor (Coordination) Portfolio is comprised of:

- The Office of the Deputy Vice-Chancellor (Coordination),
- The Core Curriculum,
- Associate Vice Chancellors and Campus Deans, and
- Certain Institutes and Centres that support the University's contribution to Ethics, including:
 - PM Glynn Institute
 - Institute of Child Protection
 - Plunkett Centre for Ethics
 - Brisbane Centre for Bio-ethics

The Coordination Portfolio addresses issues of coordination across portfolios, campuses and work areas. It has specific responsibility for supporting Vice-Chancellor and President focus areas, campuses, Catholic intellectual life and the University's ethical capacity.

POSITION PURPOSE

The Senior Manager, Operations and Programs directs and oversees the portfolio-wide operations and administration within the Office of Deputy Vice Chancellor Coordination at ACU. The position will also be responsible for devising, negotiating and establishing programs in ethics, Catholic intellectual life, formation and other areas of strategic interest to the portfolio, leading these initiatives and collaborating with University-wide stakeholders for their successful implementation nationally and cross-campus.

This role operates with a high degree of autonomy and works closely with the Deputy Vice-Chancellor (Coordination) for the successful delivery and leadership of activities within the Coordination Portfolio aligned with the Vice-Chancellor's focus and innovation areas.

The Senior Manager, Operations and Programs will contribute to strategic direction setting within the Office of the Deputy Vice-Chancellor Coordination while working collaboratively with a diverse team of colleagues and stakeholders across the portfolios in a fast-paced, highly dynamic environment.

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 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 (<u>Capability Development Framework</u>)	Scope of contribution to the University			
		Within the work unit or team	School or Campu s	Faculty or Directo rate	Across the Univer sity
		✓	✓	✓	✓
Program Management <ul style="list-style-type: none"> Devise and negotiate programs to achieve the strategic aims of the university with special emphasis on ethics, formation and Catholic intellectual culture. Take responsibility for establishing and implementing portfolio programs and integrating them with the other units of the portfolio with a view to uni-wide implementation Scope and develop opportunities for the broadening and greater integration of ACU's Core Curriculum with other vehicles of Catholic intellectual life at the University. Develop portfolio activities which accord with the University's Strategic Plan, Mission, operational plans and Vice Chancellor & President priorities. Represent the Deputy Vice-Chancellor (Coordination) at external committees, seminars and events that develop relations and lead to joint activity between the University, dioceses and Catholic educational bodies and agencies. Develop and manage a contemporary and topical series of staff and student formation events to which the Deputy Vice-Chancellor (Coordination) and other speakers will contribute. Develop and maintain communications strategy for the portfolio. Take responsibility for continuous review and improvement of all portfolio functions and activities. Interact with Office of Vice Chancellor & President, Office of the Vice President and other key University Offices, attending meetings and contributing to projects as required. 	<ul style="list-style-type: none"> Adapt to and Lead Change Deliver Stakeholder Centric Service Collaborate Effectively Communicate with Impact Be Responsible and Accountable for Achieving Excellence Know ACU Work Processes and Systems Make Informed Decisions 		✓	✓	✓ ✓ ✓ ✓ ✓ ✓

Portfolio Management					
<ul style="list-style-type: none"> Manage all administrative and operational matters of the Deputy Vice-Chancellor Coordination's Office related to service delivery and interaction with Directorates and Offices in the portfolio on a day to day basis. Provide strategic advice and direction in the overall fiscal management of the portfolio including, forecasts, budgets, and monitor expenditure. Facilitation and implementation of the Portfolio's strategic projects, including the monitoring of plans and submission of reports from all parts of the portfolio and contributing to Deputy Vice-Chancellor (Coordination) reports and plans. Represent the Deputy Vice Chancellor (Coordination) at committees, events and seminars. 	<ul style="list-style-type: none"> Deliver Stakeholder Centric Service Collaborate Effectively Communicate with Impact Coach and Develop Know ACU Work Processes and Systems Make Informed Decisions 			<ul style="list-style-type: none"> ✓ ✓ ✓ 	
Stakeholder Relationship Management					
<ul style="list-style-type: none"> Build and maintain effective national and international networks to support the work of the University, including the Faculty of Theology and Philosophy and the Institutes and Centres under the leadership of the Deputy Vice-Chancellor (Coordination). Develop opportunities for collaboration with Church stakeholders and other partners, with ACU collaborators including the Executive Dean, Faculty Theology and Philosophy, Director, PM Glynn Institute, Director Identity & Mission, Senior Advisor Church Policy and the Directorate of Government, Policy and Strategy. 	<ul style="list-style-type: none"> Communicate with Impact Deliver Stakeholder Centric Service Apply Commercial Acumen 			<ul style="list-style-type: none"> ✓ ✓ 	
University Mission and Ethos					
<ul style="list-style-type: none"> Embed the ethos of the University's Catholic identity and the Catholic intellectual tradition into the Pathways functions, practices, student experience including teaching and learning. 	<ul style="list-style-type: none"> Live ACU's Mission, Vision and Values. Communicate with impact. Deliver stakeholder Centric service. 			<ul style="list-style-type: none"> ✓ 	
Leadership and Development of Staff					

<ul style="list-style-type: none"> • Lead, direct and support direct reports in the pursuit of high performance. • Develop the individual and team capabilities of staff by providing appropriate coaching and professional development activities, in order to grow capability, fit for now and the future. • Review and provide feedback to staff on performance. • Foster a culture of pride in the workplace. • Encourage staff to take ownership of role by exercising autonomy and sharing information. 	<ul style="list-style-type: none"> • Coach and Develop. • Collaborate Effectively. • Communicate with Impact. • Adapt to and Lead Change. 	✓			
		✓			
		✓			
		✓			
		✓			

HOW THE ROLE OPERATES

Key Challenges and Problem Solving

- Balance portfolio management functions with program development and management functions.
- Build credibility and communicate the identity and presence of a new portfolio.
- Significantly contribute to building the profile and role of the DVC Coordination portfolio through the development of strategies and stakeholder engagement in ethics and Catholic intellectual matters.
- Managing and facilitating projects of high importance and complexity that have University wide impact for staff and students.
- Work on relationships that will produce results in terms of increased activities, e.g. with hospitals (bioethics), or dioceses.
- Work within a tight budget and with a small team.

Decision Making / Authority to Act

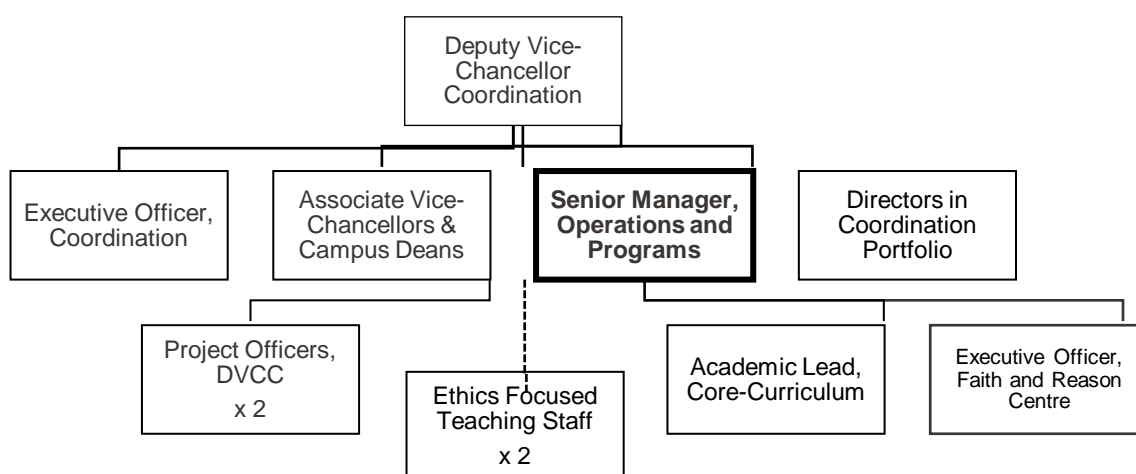
- Through portfolio management activities the role will predominantly be focused on providing advice and making significant recommendations on strategic objectives.
- Through the program management activities, the role will have extensive autonomy to develop and implement initiatives in line with the Strategic Plan and portfolio goals. The position will have high decision-making authority in these aspects of the job and will be directly accountable for those decisions and actions.

Communication / Working Relationships

Key Relationships	Purpose
Internal:	
Deputy Vice-Chancellor Coordination	<ul style="list-style-type: none"> • Receive direction, guidance and approval. • Provide strategic assessment, advice and progress reports on significant issue that contributes to decision making. • Advise and recommend on issues / risks and their implications and purpose solutions.

Office of the Vice Chancellor & President	<ul style="list-style-type: none"> Update on priorities and programs
Office of the Vice President	<ul style="list-style-type: none"> Collaborate to capitalise on external networks and support strategic priorities and programs
Portfolio Managers, Directors, Lead Academic and Coordinator – Core Curriculum, Associate Vice Chancellors and Campus Deans	<ul style="list-style-type: none"> Provide support and advice on Provide updates on progress of projects and programs. Seek advice on focus areas and strategic priorities. Internal stakeholder management for strategic projects.
Internal stakeholders eg. Senior level staff	<ul style="list-style-type: none"> Communicate with professionals and academic's to persuade, collaborate, advise and provide information.
Direct Reports	<ul style="list-style-type: none"> Provide direction, advice and coaching, and manage their development and performance.
External:	
Catholic formation and academic staff in the ACU dioceses and other Catholic tertiary providers	<ul style="list-style-type: none"> Communicate with professionals and academic's to persuade, collaborate, advise and provide information. Foster effective proactive relationships with other stakeholders. Establish professional networks and relationships to maintain currency of issues, share ideas and learnings, and collaborate on common responses to emerging and/or developing issues.
Committee Participation:	
<p>Internal and external Committees / Working Groups including:</p> <p>Campus Committee, Core Steering Committee, Core Steering Committee, Blacktown Project Control Group</p>	<ul style="list-style-type: none"> Communicates both internally and externally on Committees and/or Working Groups, according to the needs of the University, chairing these where appropriate.

Reporting Relationships



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

SELECTION CRITERIA

Qualifications, skills, knowledge and experience

1.	Postgraduate qualification in Catholic theology or philosophy or management or business administration.
2.	Demonstrated tertiary-level knowledge of the discipline of ethics.
3.	Demonstrated management competencies in a higher educational or similar setting, including staff management, strategic and project planning and effective budget management control.
4.	Demonstrated ability to understand high order critical thinking, analytical and problem-solving skills and the ability to develop innovative solutions.
5.	Demonstrated ability to effectively manage relationships, influence and negotiate with a diverse range of internal and external stakeholders across and beyond a complex organisation.
6.	Demonstrated experience in project management and/or program development and implementation.
7.	Excellent interpersonal and communication skills including an ability to lead and develop a team. Demonstrated capacity to lead, collaborate with and inspire staff.

Core Competencies (as per the [Capability Development Framework](#))

8.	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.
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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.
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