

## POSITION DESCRIPTION

<b>Position Title</b>	Executive Officer		
<b>Organisational Unit</b>	Global and Education Pathways		
<b>Functional Unit</b>	Education Pathways		
<b>Nominated Supervisor</b>	Director, Pathways		
<b>Higher Education Worker (HEW) Level</b>	HEW 6	<b>Campus/Location</b>	Mackillop Campus, North Sydney
<b>CDF Achievement Level</b>	1 All Staff	<b>Position Number</b>	10609670
<b>Employment Type</b>	Full-time, Continuing	<b>Date reviewed</b>	August 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 GLOBAL AND EDUCATION PATHWAYS

---

The Global and Education Pathways portfolio is responsible for the development and implementation of the University's strategic priorities in a number of key areas. Driving excellence, through its three key units, ACU International, Education Pathways and the ACU College, Global and Education Pathways has specific responsibility for the University's Global Strategy and Widening Participation Strategy.

ACU International has institutional responsibility for realising and achieving University's Global Strategy and for facilitating the university's global engagement.

ACU International has specific responsibility for the recruitment, admission and ongoing support of international students at ACU in addition to managing global partnership collaboration, and inbound and outbound exchange and study abroad programs.

Education Pathways is responsible for access, pathways, transition and student experience of commencing domestic and international students across all ACU campuses. The unit supports a range of ACU institutional strategies and strategic priorities led by the Office of the Provost and the Pro Vice-Chancellor, Global and Education Pathways. Education Pathways provide access to, participation and success in tertiary education for a range of student cohorts, including equity groups, school and non-school leavers.

Education Pathways has national responsibility for the ACU Centre for Languages, Equity Pathways, the Foundation Studies Program, Diploma of Languages and Student Transition and Retention. Education Pathways is on a growth trajectory through the delivery of high-quality pathways, including future diplomas supporting ACU enrolment targets and strategic growth.

ACU College is responsible for the delivery of Vocational Education and Training (VET) programs and is a Registered Training Organisation (RTO No: 3578) delivering nationally accredited VET courses in certificate III to diploma level courses in nursing, education support, individual support, early childhood education and care, aged care, leadership and management, and allied health. Courses are offered in Queensland, Victoria and the Australian Capital Territory (ACT).

ACU College is firmly committed to delivering nationally recognised qualifications and accredited courses in accordance with the Australian Qualifications Framework (AQF).

## POSITION PURPOSE

---

The Executive Officer for Education Pathways will provide executive administrative and project assistance necessary to enable Pathways staff to fulfil their responsibilities for designing, developing, implementing and delivering a suite of educational pathways programs and associated engagement and support services.

In relation to the above, the Executive Officer will provide administrative support to the Director, Pathways and other senior Pathways Managers, as appropriate, to ensure the efficiency of the Office, including:

- Undertaking administrative and support functions, including providing effective advice on university policy and procedures
- Exercise appropriate judgement and discretion in managing the Director's calendar, inbox, incoming calls and travel itineraries
- Communication of accurate, professionally presented and timely information to internal and external stakeholders
- Provide support and assistance for administrative, international, communications and public relations projects
- Provide support and assistance on special projects as directed by the Director, Pathways and/or other senior Pathways Managers
- Provide administrative support to committees following the university's governance policies, processes and protocols
- Managing relationships with members of other faculties and departments, to achieve the vision and goals of the unit

## 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 Staff 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 ( <b>Capability Development Framework</b> )	Scope of contribution to the University			
		Within the work unit or team	School or Campus	Faculty or Directorate	Across the University
		✓	✓	✓	✓

<p>Provide support to the Director, Pathways, including responsibility for:</p> <ul style="list-style-type: none"> <li>• Diary management – prioritising appointments and the proactive management of time and resources;</li> <li>• Email management – monitoring of inbox and coordinating all incoming and outgoing email correspondence;</li> <li>• Travel arrangements, including organizing itineraries, transport, accommodation, visa and registration requirements;</li> <li>• Travel arrangements for international, national and local visitors relating to special projects, including organising itineraries, transport and accommodation;</li> <li>• Meeting preparation and support – room conference bookings, catering, preparation of agenda, communicating with membership, minute taking and collating relevant documentation;</li> <li>• Telephone and online communication – screening all calls;</li> <li>• Drafting correspondence, proof reading documents, as well as extracting data as requested;</li> <li>• Basic technology assistance (Microsoft Office, iPad, iPhone);</li> <li>• Oversee maintenance Office supplies within the budget;</li> <li>• Coordinate the payment of invoices, staff</li> </ul>	<ul style="list-style-type: none"> <li>• Know ACU Work Processes and Systems</li> <li>• Collaborate effectively</li> <li>• Be responsible and Accountable for Achieving Excellence</li> </ul>			✓	
--	---	--	--	---	--

Key responsibilities specific to this position	Relevant Core Competences ( <b>Capability Development Framework</b> )	Scope of contribution to the University			
		Within the work unit or team	School or Campus	Faculty or Directorate	Across the University
reimbursements and other ad-hoc queries.					
Provide support and assistances for assigned projects within the scope of the position and as directed. Support project management to implement priority projects utilising project tracking and managing software and tools. . This involves developing project databases, assisting with monitoring project progress to ensure milestones and tasks are achieved, ensuring project work is implemented in accordance with ACU policies and protocols and effectively managing, analysing and interpreting data to facilitate accurate project conclusions.	<ul style="list-style-type: none"> <li>• Be responsible and accountable for achieving Excellence</li> <li>• Know ACU work processes and systems</li> <li>• Make informed decisions</li> <li>• Collaborate effectively</li> </ul>			✓	
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 Pathways unit	<ul style="list-style-type: none"> <li>• Know ACU Work Processes and Systems</li> <li>• Collaborate effectively</li> </ul>		✓		
Support the Director, and Senior team members with relevant ACU Systems and processes.	<ul style="list-style-type: none"> <li>• Be responsible and accountable for achieving Excellence</li> <li>• Know ACU work processes and systems</li> </ul>		✓		

Key responsibilities specific to this position	Relevant Core Competences ( <b>Capability Development Framework</b> )	Scope of contribution to the University			
		Within the work unit or team	School or Campus	Faculty or Directorate	Across the University
Review administrative processes to create efficiencies within the office and contribute to continuous improvement in the area.	<ul style="list-style-type: none"> <li>Be responsible and accountable for achieving Excellence</li> <li>Make informed decisions</li> </ul>		✓		
Maintain records accurately, safely and, where required, confidentially.	<ul style="list-style-type: none"> <li>Know ACU Work Processes and Systems</li> <li>Be Responsible and Accountable for Achieving Excellence</li> </ul>		✓		

## HOW THE ROLE OPERATES

---

### Key Challenges and Problem Solving

- Coordinate multiple and concurrent time-bound tasks and processes in a high pressure and fast paced environment.
- Coordinate effective processes to support the Office of the Director, Pathways and effectively bring matters for urgent attention / prioritization and following up to ensure deadlines are met.
- Ensure accuracy of information to assist the Director, Pathways and other senior team members, in the preparation of reports and presentations.
- Draft reports or presenting material that is fit for purpose, 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

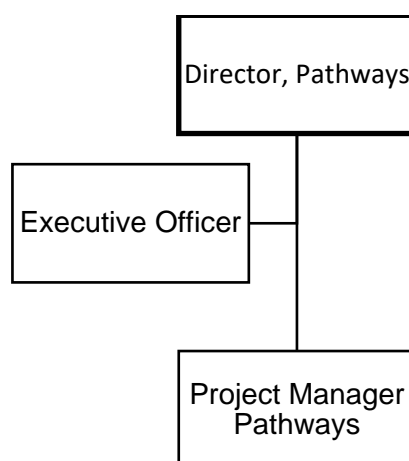
- The position holder is responsible for responding on behalf of the Director, Pathways where appropriate, and referring matters of strategic importance or more complex matters to the appropriate person and for coordinating advice upon return to the Director.

- The position holder has substantial autonomy in the day-to-day assistance with management of projects within the Office of the Director, Pathways and makes decisions to support the operational and administrative aspects of the projects.
- The position holder recommends improvements to project management and delivery to the nominated supervisor, using initiative and judgement to solve problems and identify where escalation may be required.

### Communication / Working Relationships

- The position holder will regularly communicate with the Director, Pathways, collaborating to ensure the efficient running of the Pathways Directorate.
- The position holder liaises with all internal and external stakeholders with relation to committee, project and policy matters.
- The position holder works collaboratively with other staff within Pathways to communicate relevant work, develop reports and seek input where necessary.

### Reporting Relationships



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

### QUALIFICATIONS AND CAPABILITY OF THE POSITION HOLDER

Qualifications and Capability		Selection Criteria?
<b>Qualifications, skills, knowledge and experience</b>		
1.	Completion of a relevant degree with proven experience providing administrative support to management in a complex/national organization; or an equivalent combination of relevant experience and/or education/training.	Yes
2.	Ability to provide timely and accurate advice on a range of policies and procedures.	Yes



<b>Qualifications and Capability</b>		<b>Selection Criteria?</b>
3.	High level computer skills, including use of Microsoft Office (Outlook, word processing, PowerPoint and spreadsheets) and SharePoint.	Yes
4.	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.	Yes
5.	High level of written and verbal communication skills including demonstrated ability to prepare presentations and draft documentation.	Yes
6.	Demonstrated ability to work autonomously, and within a team environment, using initiative, judgment and discretion while maintaining confidentiality.	Yes
7.	Demonstrated successful project support and reporting capability including the ability to analyse and/or interpret data.	Yes
<b>Core Competencies (as per the <a href="#">Capability Development Framework</a>)</b>		
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.	Yes
9.	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.	Yes
10.	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.	Yes
<b>Other attributes</b>		
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.	Yes