

POSITION DESCRIPTION

Position Title	Senior Reviews and Assurance Officer		
Organisational Unit	Planning And Strategic Management		
Functional Unit	Planning And Strategic Management		
Nominated Supervisor	National Manager, Higher Education Standards Compliance		
Classification	HEW 8		
CDF Level	HEW 8 CDF ₁	Position Number	10610407
Attendance Type	Full Time	Date reviewed	10-AUG-2021

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 eight 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 to grow and develop. We continue to invest in our facilities and workplaces, and actively involve staff in shaping the future direction of the organisation.

Each portfolio consists of several 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. For further information about the University please refer to the Organisation Chart.

All our staff contribute to the achievement of our goals set out in the Strategic Plan 2020-2023 and aim to provide high quality services with a strong focus on service excellence. Several frameworks and standards also express the University's expectations of conduct, capability, participation and contribution of staff.

ABOUT PLANNING AND STRATEGIC MANAGEMENT

The Office of Planning and Strategic Management was established in 2009 with the overall aim of assisting the University to achieve its Mission and Vision through evidence-based decision-making and a strategic approach to planning, quality, and risk.

The Office of Planning and Strategic Management is comprised of four business units, with complementary functions and significant expertise in strategy, risk and quality management, business intelligence and analytics. Through these essential services, the Office seeks to enable the University's Strategic Goals and Targets in line with its Strategic Plan 2020-2023: Impact through Empathy.

Our main responsibilities focus on:

- Strategy that is data and insights driven and underpinned by a positive risk culture.
- Risk management systems and culture that enables opportunity, frames innovation, creates competitive advantage, leverages data and underpins good governance.
- Data insights, analytics and tools that enable timely evidence-based decision making, strategic choices, innovation and informed risk management.

These responsibilities are fulfilled by our Strategy, Risk and Quality, Business Intelligence and Analytics teams.

The Office of Planning and Strategic Management services all portfolios of the University and is positioned as a vital source of business intelligence and strategic partner in planning, quality and risk. The office is recognised as a collaborative, agile and high-performing team, within a culture of Service Excellence.

POSITION PURPOSE

Project manages individual thematic reviews and other approved reviews within ACU, in line with an agreed schedule, and relevant policies and procedures. The position holder will communicate and coordinate internally with staff and clients, externally with staff from other universities, and relevant external organisations, consistent with policies, procedure, initiatives, and direction as they relate to the conduct of reviews within ACU.

KEY 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 and Academic Career Pathways.
- [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.

Responsibility	Scope
<p>Manage, plan and implement the University's organisational and thematic review processes in line with policy and procedure requirements and in accordance with the agreed budget and timelines. This includes but is not limited to:</p> <ul style="list-style-type: none"> - Effectively project manage reviews, which may include but is not limited to thematic reviews and organisational unit reviews; - Working with internal and external stakeholders (including Review Panels) to provide support and facilitate the University's review process; - Ensuring that the provisions of the Thematic and Functional Reviews Policy and other relevant policies and procedures are adhered to, and advising staff on the provisions to ensure that these are implemented effectively; - Conducting briefings with organisational units or functional areas that are associated with scheduled reviews and advising on their preparations; and - Maintaining the records associated with the University Schedule of Reviews, and ensuring that follow-up actions are completed and reported in accordance with agreed timelines. 	<p>The position contributes to activities; outcomes and goals; that are implemented and have impact across the University</p>
<p>Support the University's planning, quality and risk frameworks, which includes but is not limited to:</p> <ul style="list-style-type: none"> - Building and maintaining relationships with key parties across the University in order to support staff in the implementation and management of review and quality activities; - Supporting the functioning of ACU's review process through drafting and completing documentation and communications associated with reviews, - Improving the overall standard of quality review management processes through continuous improvement. 	<p>The position contributes to activities; outcomes and goals; that are implemented and have impact across the University</p>
<p>Provide accurate, timely and relevant reporting for a range of documentation including review reports, briefing documents, agendas, minutes, and committee papers.</p>	<p>The position contributes to activities; outcomes and goals; that are implemented and have impact across the University</p>
<p>Support ACU's compliance with relevant sector Standards, and approach to quality management.</p>	<p>The position contributes to activities; outcomes and goals; that are implemented and have impact across the University</p>
<p>Other duties as specified by the National Manager, Higher Education Standards and Quality and/or Director, Office of Planning and Strategic Management.</p>	<p>The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit</p>

HOW THE ROLE OPERATES

<p>The role will need to seek approval from their supervisor before making changes to processes and procedures.</p>

The position requires resilience and adaptability to be able to respond to changes in the sector and business landscape and identify areas of improvement.
The role will need to influence and win the support of others to achieve mutually beneficial outcomes.
This position does not have managerial responsibilities.

SELECTION CRITERIA

Qualifications, skills, knowledge and experience:	<ul style="list-style-type: none"> • Qualification - Postgraduate degree or progress towards post graduate qualifications in a management and/or administration related discipline with extensive relevant experience. • Experience - Demonstrated experience in the field of quality audits or reviews, particularly within the Australian higher education sector. • Skill - Demonstrated review management skills (including planning, implementation, evaluation, reporting) to meet outcomes and deadlines. • Skill - Demonstrated skill in developing a range of documents including review reports, briefing documents and presentations in collaboration with a range of contributors and experts. • Skill - High level of attention to detail, sound judgement and standard of professional and personal integrity, and the ability to engage constructively with others on complex challenges. • Experience - Ability to work autonomously and collaboratively in a complex organisation with multiple competing priorities. • Knowledge - Knowledge of the Higher Education Standards, sector issues and their organisational implications.
Core Competencies:	<ul style="list-style-type: none"> • 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. • Work collaboratively internally and externally to ACU to capitalise on all available expertise in pursuit of excellence. • Communicate with purpose. Gain the support of others for actions that benefit ACU. Negotiate for mutually beneficial outcomes that are aligned with the Mission, Vision and Values of the University. • Take personal accountability for achieving the highest quality outcomes through understanding the ACU context, self-reflection, and aspiring to and striving for excellence. • Make informed, evidence-based decisions by sourcing and interpreting University and business information.
Essential Attributes:	<p>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.</p>
Working with Children and vulnerable adults check	<p>This role does not require a Working with Children Check.</p>

REPORTING RELATIONSHIPS

For further information about the structure of the University, refer to the Organisation Chart
<https://www.acu.edu.au/about-acu/leadership-and-governance/leadership/organisational-structure>

