

POSITION DESCRIPTION

Position Title	Administrative Officer (Research)		
Organisational Unit	Faculty of Education & Arts		
Functional Unit	Office of the Executive Dean		
Nominated Supervisor	Associate Dean, Research		
Higher Education Worker (HEW) Level	HEW 5	Campus/Location	North Sydney
CDF Achievement Level	1 All Staff	Work Area Position Code	11036
Employment Type	Full-time, Continuing	Date reviewed	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 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:

- Vice-Chancellor & President
- 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.

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 FACULTY OF EDUCATION AND ARTS

The Faculty of Education and Arts hosts the National School of Education, the National School of Arts, and two vibrant, multidisciplinary research institutes: The Institute for Learning Sciences and Teacher Education, and the Institute of Humanities and Social Sciences. The Faculty is recognised nationally and internationally as a leader in teacher education, and for its rapidly rising profile in the humanities and social sciences.

Operating across seven campuses including Adelaide, Ballarat, Brisbane, Canberra, Melbourne, North Sydney, Strathfield as well as our Rome campus in Italy, the Faculty is home to a lively, multicultural community of more than 12,000 students, and offers an engaging program of teaching and research for students and staff. Through its research collaborations, student exchange programs and community engagement initiatives, the Faculty also has strong connections with international universities and an array of government, not-for-profit and private organisations.

The Faculty of Education and Arts has a vibrant research culture that puts a premium on high quality, socially engaged scholarship that has impact and makes a difference. In the Excellence in Research for Australia (ERA) assessment, the Faculty was judged to be at or above world standard in Specialist Studies of Education; Curriculum and Pedagogy; Education Systems; Historical Studies; Politics and International Relations; and Sociology. The Faculty is committed to an ambitious research agenda addressing some of the key challenges of the 21st century.

Academics in the Faculty also undertake scholarly inquiry into learning and teaching in higher education, school and community settings.

Further information about the Faculty can be found at:

http://www.acu.edu.au/about_acu/faculties_institutes_and_centres

POSITION PURPOSE

The Administrative Officer (Research) will provide administrative and operational support to the Faculty of Education and Arts, Office of the Associate Dean Research (ADR).

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 Principles
- 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 efficient and effective administration of Faculty research higher degree student admission, progression and completion of workflows, as guided by policy and procedures.	<ul style="list-style-type: none"> Know ACU Work Processes and Systems Deliver Stakeholder Centric Service 	✓		✓	
Ensure timely processing, tracking and record keeping of all HDR documentation and communication	<ul style="list-style-type: none"> Know ACU Work Processes and Systems Deliver Stakeholder Centric Service 	✓		✓	
Collate, coordinate and prepare accurate and reliable information for Faculty HDR reporting.	Deliver Stakeholder Centric Service	✓		✓	
Coordinate HDR Mini-Conference schedules and other HDR related workshops and/or presentations.	<ul style="list-style-type: none"> Know ACU Work Processes and Systems Deliver Stakeholder Centric Service 	✓		✓	
Formulate personal work action plans and timelines in order to prioritise tasks and responsibilities.	<ul style="list-style-type: none"> Deliver Stakeholder Centric Service Be Responsible and Accountable for Achieving Excellence 	✓			
Assist with Faculty Research Office projects as required.	<ul style="list-style-type: none"> Know ACU Work Processes and Systems 	✓		✓	

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 effective and proactive communication with staff across the Faculty, relevant University Directorates, and other stakeholders, within the scope of the position.	<ul style="list-style-type: none"> Know ACU Work Processes and Systems Be Responsible and Accountable for Achieving Excellence 				✓
Provide a professional and friendly customer service to students, staff, stakeholders and visitors.	<ul style="list-style-type: none"> Deliver Stakeholder Centric Service Be Responsible and Accountable for Achieving Excellence 				✓

HOW THE ROLE OPERATES

Key Challenges and Problem Solving

- Maintain up-to-date with University policies and procedures in response to changing/new legislation/industry requirements.
- Effective prioritisation of work for timely completion of HDR documentation in order to meet deadlines and targets.
- Build strong working relationships with HDR students, their supervisors, school and institute-based administration officers, HDR Director, National Heads, Heads and Deputies in schools and Institute Directors, Candidature Services and Research Services staff.
- Maintaining high levels of professional judgement and autonomy, using initiative within the scope of the position.
- Liaising extensively with both internal and external parties of the University.
- Managing expectations and multiple priorities, often with tight timeframes.

Decision Making / Authority to Act

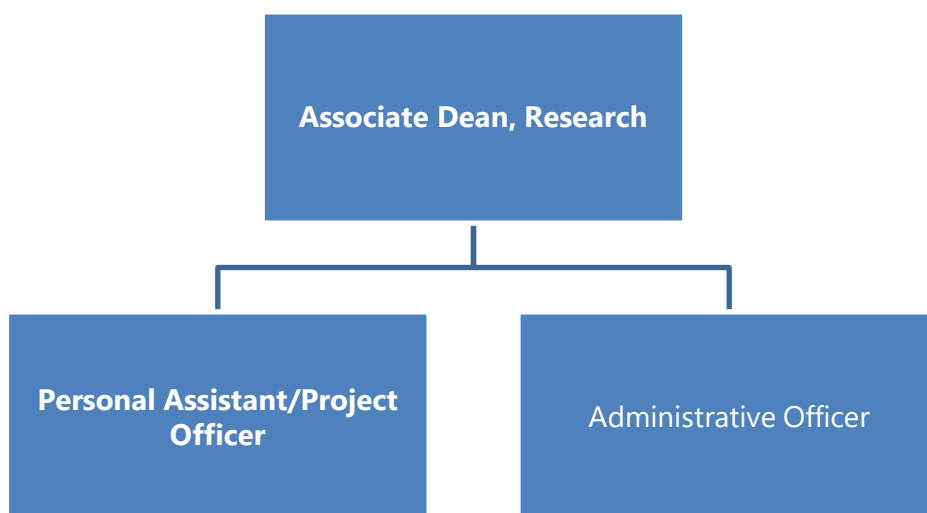
- The position holder responds to routine enquiries, referring more complex matters to the HDR Director. Procedure manuals and guidelines assist the position holder with routine enquiries.
- The position holder provides advice to a range of stakeholders based on University policy and Faculty guidelines consistent with the scope of the role.
- The position holder is required to exercise personal judgment, be able to operate independently, and understand when to escalate issues to the Associate Dean.

Communication / Working Relationships

- The position holder liaises with internal and external stakeholders including staff, students, visitors and clients.

- The position holder manages enquiries from other organisations, students and members of the general public.

Reporting Relationships



SELECTION CRITERIA

Qualifications and Capability	
Qualifications, skills, knowledge and experience	
1.	Relevant tertiary qualification and/or demonstrated experience in a position with similar responsibilities.
2.	High level of computer literacy and sound working knowledge of Microsoft Office and the capacity to use databases and corporate systems for record keeping and reporting.
Core Competencies (as per the Capability Development Framework)	
3.	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.
4.	Demonstrated ability to communicate with impact and purpose to gain the support of a wide range of stakeholders to create positive impact and successful outcomes.
5.	An 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 Principles .
6.	Demonstrated ability to plan work activity, prioritise time and resources using established processes and technology to achieve optimum efficiency and effectiveness.
Other attributes	
7.	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.
Desirable	

Qualifications and Capability	
1.	Previous experience in a similar role or in a tertiary institution.
2.	Knowledge of procedures and operations in a tertiary institution.