

POSITION DESCRIPTION

Position Title	Executive Assistant		
Organisational Unit	Office of the Deputy Vice-Chancellor Coordination		
Functional Unit	PM Glynn Institute		
Nominated Supervisor	Director of the PM Glynn Institute		
Higher Education Worker (HEW) Level	HEW 5	Campus/Location	MacKillop Campus North Sydney
CDF Achievement Level	1 All Staff	Work Area Position Code	10608970
Employment Type	Full time Continuing	Date reviewed	November 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 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 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.

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 PM GLYNN INSTITUTE

The PM Glynn Institute is committed to public policy for the common good. It was established by Australian Catholic University in early 2016 to provide the Catholic community with a standing capacity to analyse public policy issues of concern not only to the Catholic Church and its services, but to the wider Australian community as well.

The PM Glynn Institute is named after Patrick McMahon Glynn (1855-1931). One of the founders of the Commonwealth of Australia, he contributed to public life as a barrister, writer and parliamentarian, serving as a minister in three Federal governments.

The Institute's work is shaped by the proposition that understanding the contemporary world also means considering religion and the foundations of faith as important and enduring features of the social and political landscape, both in Australia and globally. Its role is to generate new approaches and new thinking on public policy issues, and to develop well-supported and practical proposals to address them.

ABOUT THE OFFICE OF THE DEPUTY VICE-CHANCELLOR, COORDINATION

Established in February 2019, the Office of the Deputy Vice-Chancellor, Coordination is a new University portfolio which, among other key responsibilities, plays a major part in extending ACU's Catholic intellectual and ethical capacity.

The Office of the Deputy Vice-Chancellor, Coordination, comprises ACU's Core Curriculum, the University's Associate Vice Chancellors and Campus Deans, and certain Institutes and Centres that support the University's contribution to Ethics, including; the PM Glynn Institute, the Institute of Child Protection Studies, the Plunkett Centre for Ethics and the Queensland Bioethics Centre.

The major areas of responsibility for the Office of the Deputy Vice-Chancellor, Coordination, encompass: maintaining institutional unity as well as campus diversity across a multi-state, multi-campus university; developing a national approach to Catholicity by coordinating Catholic intellectual life and cultural dialogue with the secular world, extending to both student and staff formation; and coordinating and overseeing changes to organisational structures to achieve organisational direction in line with the Vice-Chancellor's priorities.

POSITION PURPOSE

The Executive Assistant provides a range of essential executive level support functions to the Director of the PM Glynn Institute. The Executive Assistant will assist the Director with general administrative functions as well as with larger administrative tasks to support the operations of the Institute more generally, such as maintaining a database of supporters and stakeholders and organising conferences and public events. The Executive Assistant will be a first point of contact for the Institute and the Director within the University and externally, making good interpersonal skills and attention to detail essential requirements.

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 within the Service Excellence Framework
- 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 executive level support to the Director, PM Glynn Institute, including responsibility for diary management, day to day communications and correspondence (including drafting emails and letters as requested), and ensuring the Director is kept well informed of upcoming commitments and responsibilities.	<ul style="list-style-type: none"> • Be Responsible and Accountable for Achieving Excellence • Make Informed Decisions 	✓			
Ensure the smooth functioning of the office generally, including: maintaining files and records; ordering supplies of stationery and consumables and non-consumables; organising the acquisition and repair of office furniture, IT and printing equipment; and arranging IDs, office keys, and IT set-up for new staff, visiting fellows and consultants.	<ul style="list-style-type: none"> • Be Responsible and Accountable for Achieving Excellence • Know ACU Work Processes and Systems 	✓			
Organise meetings, including room bookings, assisting with meeting set up, arranging catering and monitoring catering budgets where applicable, welcoming visitors, preparing minutes when required, particularly for meetings of the Institute's Advisory Council, and assisting with follow up to meetings as requested.	<ul style="list-style-type: none"> • Collaborate Effectively • Make Informed Decisions 	✓			✓

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		Within the work unit or team	School or Campus	Faculty or Directorate	Across the University
Book travel, accommodation and ground transportation for the Director, and for Institute staff as requested, escalating for approval as required.	<ul style="list-style-type: none"> Know ACU Work Processes and Systems Be Responsible and Accountable for Achieving Excellence 	✓			
Organise events to promote the work of the Institute, including launches, conferences, round tables, debates and public lectures, and following-up on these events afterwards as necessary.	<ul style="list-style-type: none"> Collaborate Effectively Make Informed Decisions 	✓			✓
Assist in the production of the Institute's publications by coordinating feedback on drafts, proof-reading documents, and arranging the design, printing and distribution of flyers, newsletters, pamphlets and booklets.	<ul style="list-style-type: none"> Make Informed Decisions Know ACU Work Processes and Systems 	✓			
Liaise closely and effectively with Institute staff, and with colleagues in the Office of the Deputy Vice-Chancellor Coordination, the Office of the Vice-Chancellor and President, and the Office of the Vice-President, and provide assistance and support where necessary.	<ul style="list-style-type: none"> Collaborate Effectively Be Responsible And Accountable For Achieving Excellence 	✓		✓	
Facilitate positive and professional working relationships with key stakeholders and colleagues, including Institute staff, visiting researchers and consultants; the Institute's Advisory Council and International Board of Advisers; and researchers and institutes collaborating with the Institute, both from within ACU and externally.	<ul style="list-style-type: none"> Communicate With Impact Deliver Stakeholder Centric Service 	✓			✓

HOW THE ROLE OPERATES

Key Challenges and Problem Solving

- Anticipate the assistance required by the Director, PM Glynn Institute and take appropriate initiative to ensure timely and effective support.
- Prioritise numerous tasks in order to meet deadlines and contribute to the efficiency and effectiveness of the Institute's work, maintaining at all times a high level of attention to detail.

- Maintain relationships with internal and external stakeholders at varying levels of seniority in order to provide excellence in service, including maintaining confidentiality.

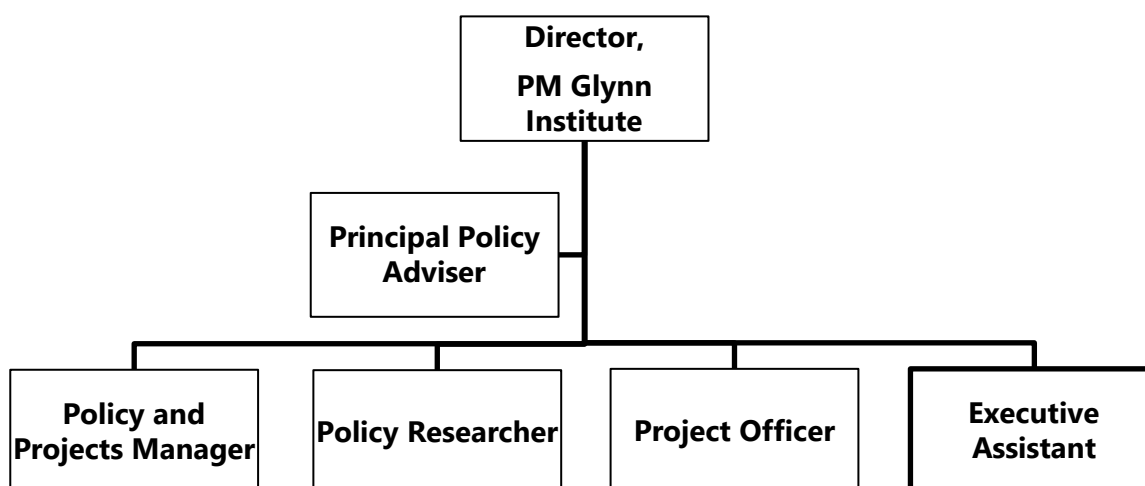
Decision Making / Authority to Act

- The Executive Assistant works under general direction within their area of responsibility and is expected to display reasonable independence, initiative, and problem solving skills with guidance from the Director as needed.
- The Executive Assistant exercises discretion in undertaking stand-alone work interpreting the needs of the Director, PM Glynn Institute, and displays initiative to effectively support the Institute's work.
- The Executive Assistant has authority to recommend and implement processes to improve efficiency and workflow within the Institute.

Communication / Working Relationships

- The Executive Assistant communicates primarily with the Director, PM Glynn Institute to provide support and to highlight any issues that require resolution.
- The Executive Assistant works closely with Institute staff in supporting the work of the Institute, and liaises with colleagues in the Office of the Deputy Vice-Chancellor Coordination, and the Office of the Vice-Chancellor and President over existing protocol, operating standards and administrative procedures/tasks.
- The Executive Assistant liaises with internal and external stakeholders to provide and receive information for the Director, to organise events and initiatives, and to help maintain relationships for the Institute with University stakeholders in the church, members of parliament, and policy makers in government and other institutes.

Reporting Relationships



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

SELECTION CRITERIA

Qualifications, skills, knowledge and experience

1.	Completion of a relevant degree level qualification; or an equivalent combination of relevant experience and/or education/training in administration.
2.	Demonstrated proficiency in the use of Microsoft Office software programs, email packages, and other database packages.

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 work under broad direction, plan, and take initiative, and to perform duties with a high degree of attention to detail.
5.	Well-developed organisational and time management skills and a demonstrated ability to prioritise tasks in order to meet deadlines.
6.	High level interpersonal skills and a demonstrated ability to work independently as well as part of a team.
7.	Excellent written and verbal communication skills.
8.	Demonstrated ability to act with discretion, maintain confidentiality, exercise initiative when completing designated tasks.

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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