

POSITION DESCRIPTION

Position Title	Senior Administrative Officer, Core Curriculum		
Organisational Unit	Core Curriculum		
Functional Unit	The Office of the Deputy Vice Chancellor (Coordination)		
Nominated Supervisor	Coordinator Core Curriculum		
Higher Education Worker (HEW) Level	HEW 6	Campus/Location	Any Campus
CDF Achievement Level	Staff	Position Number	
Employment Type	Internal - Fixed Term for 12 Months	Date reviewed	December 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 OFFICE OF THE DEPUTY VICE CHANCELLOR (COORDINATION)

The Office of the Deputy Vice Chancellor (Coordination) is a new portfolio which incorporates the following units:

- Core curriculum
- Institute of Child Protection Studies
- Plunkett Centre for Ethics
- PM Glynn Institute

ABOUT THE CORE CURRICULUM

The Core Curriculum manages the two Core Curriculum units UNCC100 and UNCC300. These units are required to be undertaken by all undergraduate students at ACU, approximately 11,000 students per year. The units are run in Semester 1, Semester 2, Winter Term and Summer Term. They are also run internationally in Summer and Winter Terms in a number of international locations.

POSITION PURPOSE

Provide high level administrative support to students, faculty administrators, faculty academics and the Core Curriculum team to ensure the effective delivery of the Core Curriculum units. The Administrative Officer plays an important role in developing and implementing a national timetable for both UNCC100 and UNCC300 and ensuring all administrative tasks are handled in an efficient, accurate and timely manner.

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 Campus	Faculty or Directorate	Across the University
		✓	✓	✓	✓
<ul style="list-style-type: none"> Coordinate the national timetable for both UNCC100 & UNCC300 in consultation with the faculties and international directorate. Act as a key contact for timetabling enquiries. 	<ul style="list-style-type: none"> Know ACU work processes and systems Collaborate effectively Make informed decisions 				✓
<ul style="list-style-type: none"> Respond to and monitor the Core Curriculum centralised communication portal to ensure student and faculty enquiries are handled in an efficient, accurate and timely manner. Refer more complex issues to the Core Curriculum Coordinator. 	<ul style="list-style-type: none"> Communicate with impact Collaborate effectively 				✓
<ul style="list-style-type: none"> Establish and maintain strong working relationships with internal and external stakeholders, in particular with the Faculty Administrators and Core Curriculum Team. 	<ul style="list-style-type: none"> Collaborate effectively Adapt to and Lead Change Deliver stakeholder centric services 				✓
<ul style="list-style-type: none"> Contribute to new administrative initiatives and provide input to develop and improve the efficiency of the Core Curriculum 	<ul style="list-style-type: none"> Adapt to and Lead Change Be responsible and accountable for achieving excellence 				✓
<ul style="list-style-type: none"> Undertake a broad range of administrative and operational activities to ensure the effective and efficient delivery of the Core Curriculum 	<ul style="list-style-type: none"> Be responsible and accountable for achieving excellence Make informed decisions 				✓

<ul style="list-style-type: none"> Manage the collation, analysis and reporting on relevant data in relation to student enrolments, results, staffing, moderation and academic honesty 	<ul style="list-style-type: none"> Know ACU work processes and systems Collaborate effectively 				✓
<ul style="list-style-type: none"> Maintain a good working knowledge of university policies applicable to the position's areas of responsibility. 	<ul style="list-style-type: none"> Know ACU work processes and systems 				✓
<ul style="list-style-type: none"> Contribute to the continuous process improvement of the Core Curriculum through the active participation of process review initiatives. 	<ul style="list-style-type: none"> Know ACU work processes and systems Coach and develop 				✓

HOW THE ROLE OPERATES

Key Challenges and Problem Solving

- Implementing effective processes that align to all faculties and schools within the university
- Working collaboratively with a large team in dispersed locations and across all faculties
- Maintaining service excellence and communicating effectively with a range of stakeholders and students related to Core Curriculum enquiries
- Demonstrating problem solving skills to coordinate and solve timetabling matters

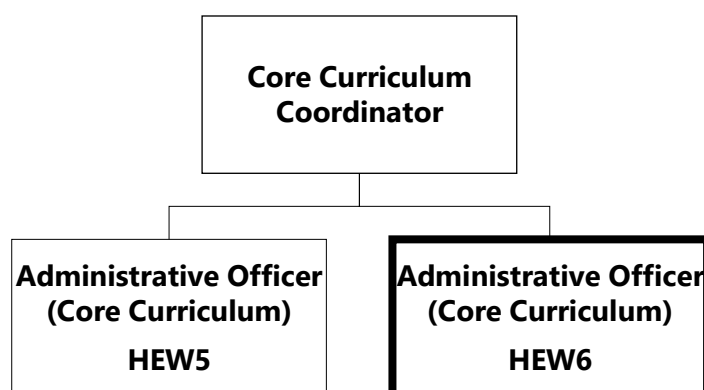
Decision Making / Authority to Act

- The position holder has autonomy to carry out administrative activities and enquiry management within established procedures and guidelines.
- The position holder will be required to identify and resolve administrative issues that impact on the delivery of the Core Curriculum.

Communication / Working Relationships

- The position holder communicates with the Faculties and students to resolve enquiries such as timetabling, results and the coordination of recruitment of staff.
- The position holder works closely with the Coordinator Core Curriculum in the administration of the Core Curriculum.

Reporting Relationships



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

QUALIFICATIONS AND CAPABILITY OF THE POSITION HOLDER

This section sets out the qualifications, skills, knowledge, experience and competencies expected of the position holder, collectively referred to as 'qualifications and capability'. These are informed by the key responsibilities of the role and the Core Competencies set out in the [Capability Development Framework](#).

Opportunities to develop capability are provided through the development programs coordinated by internal providers of professional development. See the [Training and Development website](#) for more information.

In recruiting and selecting a candidate for the position, a subset of the qualifications and capability will form the Selection Criteria, **to a maximum of 10**.

SELECTION CRITERIA

Qualifications and Capability	
1.	Completion of a degree; or an equivalent combination of relevant experience and qualifications/training.
2.	Strong administration and time management skills, including proven experience in managing competing priorities within tight timelines.
3.	Highly developed student administration skills, including proficiency and experience with online data management systems (for example student management systems).
4.	Excellent interpersonal and communication skills, with the ability to work effectively as part of a team and liaise effectively with stakeholders in a culturally diverse environment.
Core Competencies	
5.	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.
Other attributes	

6.	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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