

POSITION DESCRIPTION

Position Title	Administration/Project Officer		
Organisational Unit	School of Allied Health School of Behavioural & Health Sciences		
Functional Unit	Faculty of Health Sciences		
Nominated Supervisor	Team Leader, School of Allied Health Team Leader, School of Behavioural & Health Sciences		
Higher Education Worker (HEW) Level	HEW 6	Campus/Location	Ballarat, Brisbane, Canberra, Melbourne, North Sydney or Strathfield
CDF Achievement Level	1 All Staff	Position Number	
Employment Type	Full-time / Continuing	Date reviewed	3 May 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 FACULTY OF HEALTH SCIENCES

The Faculty of Health Sciences offers courses in biomedical science, clinical education, clinical exercise physiology, exercise and cancer, exercise science, health administration, healthcare simulation education, high performance sport, mental health, midwifery, nursing, nutrition science, occupational therapy, paramedicine, physiotherapy, psychology, public health, rehabilitation, social work and speech pathology.

Our vision is to provide caring and prepared graduates who promote health and prevent illness for Australia's health and sports industries and provide quality healthcare for vulnerable communities such as Aboriginal and Torres Strait Islander peoples, the elderly and people with disabilities.

The Schools are:

- School of Allied Health (National)
- School of Behavioural and Health Sciences (National)
- School of Nursing, Midwifery and Paramedicine (National)

The Faculty's courses are developed within the Catholic intellectual tradition with the goal of preparing graduates in health with an emphasis on social justice and equity, and sustainability.

Further information about the Faculty can be found at:

<https://www.acu.edu.au/about-acu/faculties-directorates-and-staff/faculty-of-health-sciences>

ABOUT THE SCHOOL OF ALLIED HEALTH

The National School of Allied Health is responsible for delivery of programs in four disciplines, on six of the University's campuses: Ballarat, Brisbane, Canberra, Melbourne, North Sydney and Strathfield:

- Occupational Therapy
- Physiotherapy / Rehabilitation
- Social Work / Human Services
- Speech Pathology

ABOUT THE SCHOOL OF BEHAVIOURAL & HEALTH SCIENCES

The National School of Behavioural and Health Sciences is responsible for delivery of programs in seven disciplines, on four of the University's campuses: Brisbane, Melbourne, North Sydney and Strathfield. The School also provides service teaching in Science to the Ballarat and Canberra campuses:

- Applied Public Health
- Biomedical Science
- Exercise Science
- Exercise Physiology
- Nutrition
- Psychology
- Science

POSITION PURPOSE

This position is responsible for the delivery of high quality service and administrative support to the National Head of School and the Team Leader in relation to specified projects as well as the administrative operations and day-to-day business of the National School of Allied Health or National School of Behavioural and Health Sciences.

The position will provide administrative support in all operations of the National School of Allied Health or National School of Behavioural and Health Sciences.

The position will support the Team Leader in the provision of leadership to administrative staff and functions related to the processes involved in course administration, staffing administration, promotion and profiling of the School, resource administration as well as various undertakings of the School's operations.

The position will also support the National Head of School in relation to the coordination of specified School projects as required.

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 (Capability Development Framework)	Scope of contribution to the University			
		Within the work unit or team ✓	School or Campus ✓	Faculty or Directorate ✓	Across the University ✓
Contribute to the development, management and evaluation of the effectiveness and quality of all student and academic support processes particularly those related to the School administration and stays informed of key School situational elements. Contributes to School-initiated projects which are aimed at enhancing the quality and effectiveness of its administrative outcomes. Contributes to the implementation of quality improvement strategies from reviews of administrative procedures and systems.	Deliver Stakeholder Centric Service Know ACU Work processes and Systems Adapt to and Lead Change		✓		

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		Within the work unit or team ✓	School or Campus ✓	Faculty or Directorate ✓	Across the University ✓
Provide support to the Team Leader in the management of the national administrative team in the school in collaboration with the National Head of School, including recruitment; performance management; assessing and meeting training and development requirements and leave management.	Coach and Develop Adapt to and Lead Change Deliver Stakeholder Centric Service		✓		
Contributes to the formulation of a yearly work plan/calendar for all general administrative and academic administrative tasks, noting directorate interaction, requirements, and timelines. Supports the Team Leader in the coordination of workload and workflow of administrative services to effectively manage and maintain working knowledge of all services and assists in the assessment of priorities and planning of workload for peak periods.	Deliver Stakeholder Centric Service Know ACU Work processes and Systems Collaborate Effectively		✓		
Supports the National School in relation to management and coordination of assigned projects within the scope of the position. Liaises with the National Head of School, senior staff within the School, University service providers and external stakeholders where necessary. Such projects may include oversight and coordination of the administration of research projects, management and coordination of school marketing initiatives, or other projects specified by the National Head of School.	Deliver Stakeholder Centric Service Know ACU Work processes and Systems Collaborate Effectively			✓	
Supports the National School in relation to the coordination and administration of key strategic administration functions. Such duties may include international engagement activities, finance, oversight and co-ordination of committee meetings.	Deliver Stakeholder Centric Service Know ACU Work Processes and Systems Collaborate Effectively			✓	

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 ✓
Supports the National School in relation to complex matters escalated by the administration team that require investigation and resolution at the direction of the Team Leader.	Apply Commercial Acumen Know ACU Work Processes and Systems Make Informed Decisions		✓		
Other duties specified by the Team Leader or National Head of School within the scope of the role. Act as Team Leader to an appropriate capacity dependant on current operational requirements during periods of absence or leave of the Team Leader.				✓	

HOW THE ROLE OPERATES

Key Challenges and Problem Solving

- Coordinate assigned projects within the agreed budget, timeframe and quality standards.
- Review, investigate and liaise with stakeholders regarding escalated matters, and work to resolution ensuring that all processes and procedures relating to such matters are updated/clarified.
- Support Team Leader and potentially act in their place to the appropriate capacity when they are on leave or absent.

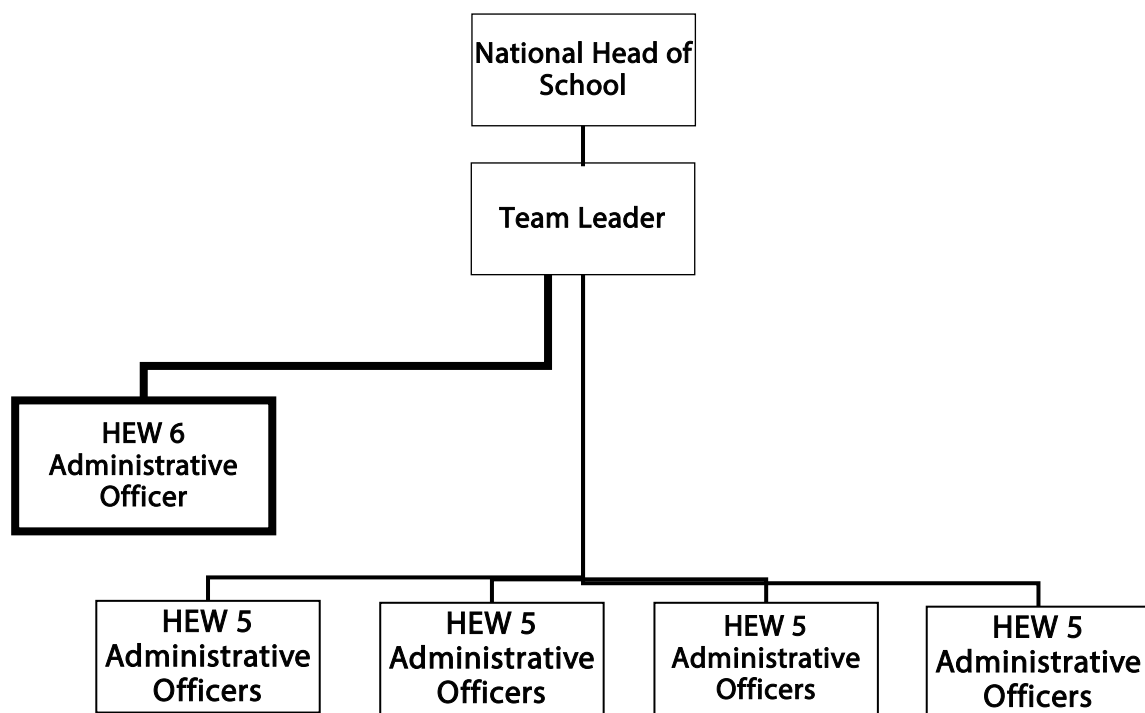
Decision Making / Authority to Act

- The position holder is required to maintain currency of knowledge relating to policies and procedures relevant to the University which impact on the provision of student and academic support processes, this also includes advice and information on processes, procedures and policies.
- The position holder gives advice and recommendations to the Team Leader and National Head of School on the resolution of matters escalated to them, as well as policy and process improvements relating to these matters.
- The position holder coordinates and manages specified projects assigned to them at the direction of the Team leader and National Head of School.

Communication / Working Relationships

- The position holder liaises and collaborates with internal stakeholders including the National Head of School, the senior leadership team, Team Leader, Faculty Office, Student Administration, Finance, Human resources to ensure administrative requirements are met.
- The position holder also liaises with external stakeholders at the direction of the Team Leader and National Head of School in relation to specified tasks and projects.
- The position holder communicates internally with staff and clients and supports the Team Leader in communicating policies, procedures, initiatives and direction consistent with guidelines and relevant legislation to those delivering the service.

Reporting Relationships



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

Selection Criteria

Qualifications and Capability	
Qualifications, skills, knowledge and experience	
1.	A relevant tertiary qualification or equivalent education, training and/or relevant experience together with substantial experience and high performance in an administrative related function of a public or private sector organisation.
2.	High level analytical and problem resolution skills and an understanding of policy development, interpretation and implementation enabling the incumbent resolve issues and/or give pertinent advice.
3.	Demonstrated initiative with a high level of attention to detail and capacity to prioritise tasks and meet deadlines with the ability to work well in a higher pressured environment.
4.	Demonstrated relevant computer skills, including database management, high proficiency in word processing software, and high proficiency in spreadsheet software.
5.	Demonstrated successful project management skills including the ability to analyse data and make recommendations.
Core Competencies (as per the Capability Development Framework)	
6.	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.
7.	Deliver Stakeholder Centric Service: Keep stakeholder interests at the core of ACU business decisions and ACU service excellence as a top priority. See the ACU Service Delivery Model .
8.	Collaborate Effectively: Work collaboratively internally and externally to ACU to capitalise on all available expertise in pursuit of excellence.
9.	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.
Other attributes	
10.	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.