

POSITION DESCRIPTION

Position Title	Program Coordinator (Nursing)		
Organisational Unit	Global and Education Pathways		
Functional Unit	ACU College		
Nominated Supervisor	National Manager Nursing		
Higher Education Worker (HEW) Level	HEW 8	Campus/Location	Melbourne (St Patrick's)
CDF Achievement Level	1 All Staff	Work Area Position Code	#10608925
Employment Type	Full Time Continuing	Date reviewed	July 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 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 EDUCATION AND INNOVATION PORTFOLIO

The Education and Innovation portfolio is responsible for the educational strategy and programs in the University that centre on students, learning and teaching as well as the Vice-Chancellor's areas innovation focus.

The Deputy Vice-Chancellor, Education and Innovation (DVC EI), provides leadership to:

- Advancement and Alumni
- Global and Education Pathways
- First Peoples
- Learning and Teaching Centre
- Library
- Strategic Partnerships and Executive Education

ABOUT GLOBAL AND EDUCATION PATHWAYS

Global and Education Pathways has responsibility for the development and implementation of strategies for the areas of ACU International, Education Pathways, and ACU College.

ACU International has national responsibility for the recruitment, admission and ongoing support of international students at ACU in addition to managing global partnerships and inbound and outbound exchange and study abroad programs.

Education Pathways has national responsibility for the ACU Centre for Languages, Equity Pathways, the Foundation Studies Program and Student Transition and Retention. The ACU Centre for Languages offers intensive English programs for international students (ELICOS), International Pathway Programs, customised study tours for international partner universities, and Spanish and Italian, through the Diploma in Languages. Equity Pathways is responsible for school outreach programs, which aim to encourage primary and second school students to consider higher education as a future option. The Foundation Studies Program provides students with an alternative pathway into the first year of an undergraduate degree at ACU. Student Transition and Retention has responsibility for student transition, support and retention, ensuring that each student is given every opportunity to succeed at university.

ACU College is responsible for the delivery of Vocational Education and Training (VET) programs and is a Registered Training Organisation (RTO No: 3578) delivering nationally accredited VET courses in certificate III to diploma level courses in nursing, education support, individual support, early childhood education and care, aged care, leadership and management, and allied health. Courses are offered in Queensland, Victoria and the Australian Capital Territory (ACT).

ACU College is firmly committed to delivering nationally recognised qualifications and accredited courses in accordance with the Australian Qualifications Framework (AQF).

POSITION PURPOSE

The purpose of the Program Coordinator (Nursing) is to coordinate the delivery, review and continuous improvement of innovative Nursing curriculum and assessments for ACU College. The role is responsible for the alignment of classroom, simulation lab and Professional Experience Placement (PEP) elements of the curriculum, timetabling, as well as student and staff management.

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](#)
- ACU [Staff Enterprise Agreement](#), including provisions in relation to Performance Excellence
- [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.

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 ✓
Curriculum Design <ul style="list-style-type: none"> • Demonstrate through mapping processes the alignment of classroom, simulation labs, and PEP components of the program -in line with the training package. • Ensure States requirements are embedded in the curriculum • Ensure the curriculum meets ANMAC standards • Manage the review and continuous improvement of curriculum, including validations, in consultation with the ACU College Compliance team. 	<ul style="list-style-type: none"> • Be responsible and accountable for achieving excellence • Collaborate effectively • Adapt and lead change • Be responsible and accountable for achieving excellence 			✓	

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		Within the work unit or team ✓	School or Campus ✓	Faculty or Directorate ✓	Across the University ✓
Learning and Teaching <ul style="list-style-type: none"> Develop the Training and Assessment Strategy (TAS) for Nursing which aligns classroom-based training, laboratory skills simulations, and professional experience placements. Coordinate the implementation of contemporary learning and teaching strategies and methods to maximise student engagement and outcomes. Promote a student centered and team-based approach to learning, teaching and assessment by working collaboratively with teachers and other staff within ACU College. 	<ul style="list-style-type: none"> Coach and develop Be responsible and accountable for achieving excellence Communicate with impact 			✓	
Compliance-related Duties <ul style="list-style-type: none"> Follow ACU College Quality Assurance processes for teaching and supporting services to ensure that programs are; <ul style="list-style-type: none"> Designed, delivered and validated in accordance with ASQA, ANMAC and funding contract requirements, Delivered to meet all accreditation and contractual obligations. Ensure that the TAS is implemented for all modes of delivery and assessments. Set the validation schedule and project manage the validation cycle. Contribute to validations and continuous improvement of: <ul style="list-style-type: none"> Processes and procedures Learning resources Assessment methods and tools Accurate Mapping of units of competency Ensure that all overall assessment declarations are checked and signed off for each unit of competency that is not linked to placement. Contribute to the preparation of submissions to ANMAC. 	<ul style="list-style-type: none"> Communicate with impact Make informed decisions Know ACU's work Processes and Systems Collaborate Effectively 				✓

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Recruitment and Selection of Qualified Trainers and Assessors <ul style="list-style-type: none"> Recruit and appoint appropriately qualified Trainers and Assessors as per the ASQA guidelines and ACU policies. Manage staff to ensure programs are delivered to ANMAC and regulatory requirements and provide emergency teaching relief. Ensure nursing trainers and assessors (including PEP) are supported to maintain current vocational competence. Maintain trainers' and assessors' evidence documents (PD, industry currency, VET currency, certificates, PD log for the current year). Collaborate with the Admissions team in recruitment of students. 	<ul style="list-style-type: none"> Be responsible and accountable for achieving excellence Communicate with impact Make informed decisions Know ACU's work Processes and Systems 			✓	

HOW THE ROLE OPERATES

Key Challenges and Problem Solving

- Ensuring assessment processes meet training package rules and reflects the role of a nurse within industry.
- Ensuring the classroom learning aligns with assessment, simulation and workplace requirements of the program.
- Maintain currency of learning and teaching resources in response to industry consultation and changing or new legislation and industry requirements.
- Implement effective processes to ensure that innovative learning practices are followed that enhance the students' learning experience whilst meeting industry standards and needs.
- Manage the training, assessments, resource reviews and updates, validation and other quality assurance processes within the agreed budget, timeframe and quality standards.
- Review and update policies and procedures (and associated documents) relating to the Nursing program, to meet the quality standards and Skills First contract requirements.

Decision Making / Authority to Act

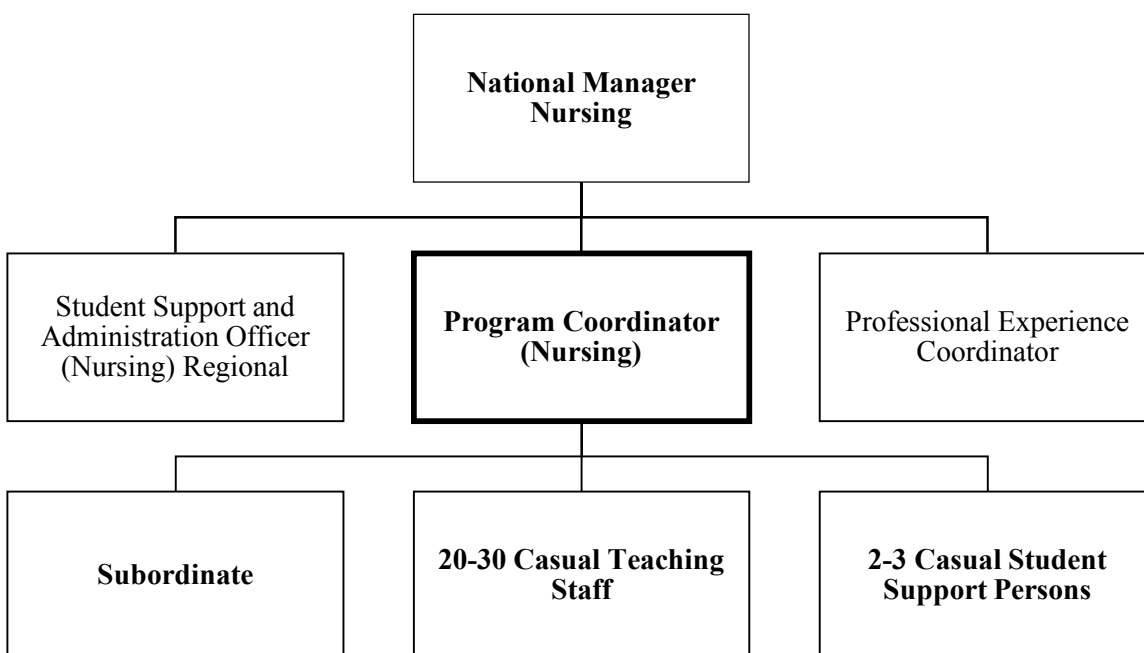
- The position holder has substantial autonomy in the day-to-day coordination of training delivery and staff support and must make all decisions on administrative aspects of the nursing programs.
- The position holder gives advice and recommendations on policy improvements and implements changes in response to legal requirements with approval from the National Manager Nursing.

- The position holder resolves complex problems independently and exercises judgement in consideration of complex matters, referring more difficult queries to the National Manager Nursing for guidance and/or resolution.

Communication / Working Relationships

- The position holder communicates internally with staff and clients and is responsible for communicating policies, procedure, initiatives and direction consistent with guidelines and relevant legislation to the trainers and assessors delivering the services to our students.
- The position holder liaises with internal and external stakeholders to arrange meetings and to give and receive feedback to the National Manager Nursing and the National Manager: ACU College.
- The position holder also manages verbal and formal complaints received from students and/or staff relating to the Nursing program.
- The position holder participates in all collaborations, tender and other funding application processes relating to the nursing program and is responsible for preparing program related documents as requested by the management team.

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.

Qualifications and Capability	
Qualifications, skills, knowledge and experience	
1.	Qualifications: <ul style="list-style-type: none"> Bachelor of Nursing or equivalent, with a current AHPRA registration (RN). Certificate IV in Training and Assessment -TAE40110 (with TAEELN411/401a and TAEASS502/a/b) or TAE 40116, Progress towards post graduate qualifications in a nursing related field.
2.	Coordination and teaching experience: Capacity to coordinate the work of staff in line with regulatory requirements i.e. ASQA, ANMAC.
Core Competencies (as per the Capability Development Framework)	
3.	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.
4.	Adapt to and Lead Change: Display openness and resilience, inspire others to change and act to make change happen with ACU's interests, strategic goals and Mission at the heart of all outcomes.
5.	Collaborate Effectively: Work collaboratively internally and externally to ACU to capitalise on all available expertise in pursuit of excellence.
6.	Communicate with Impact: 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.
7.	Coach and Develop: Coach and develop self and others through setting clear expectations, managing performance and developing required capabilities to establish a culture of learning and improvement.
Other attributes	
8.	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.

Qualifications and Capability	
9.	Evidence of ability to work with children and contribute to and protect their safety and wellbeing. The successful applicant will be required to hold a valid working with children clearance for the State or Territory in which the position is located.