POSITION DESCRIPTION

Position Title	Executive Officer		
Organisational Unit	Portfolio of Deputy Vice-Chancellor (Catholic Mission)		
Functional Unit	Portfolio of Deputy Vice-Chancellor (Catholic Mission)		
Nominated Supervisor	Deputy Vice-Chancellor, Catholic Mission		
Classification	HEW 6		
CDF Level	CDF1	**Position Number**	10608072
Attendance Type	Full Time	**Date reviewed**	25-JUN-2026

ABOUT AUSTRALIAN CATHOLIC UNIVERSITY

ACU has a bold vision for its future. Our Vision 2033 is our landmark statement of strategic direction for ACU's mission as a Catholic university to constitute a 'Christian presence in the university world confronting the great problems of society and culture'. Our mission is to help shape the coming generations in Australia and beyond, by enabling flourishing lives, fostering thriving communities, and building a more ethical future.

Our Catholic mission informs everything we do – challenging us to respect the dignity of the human person, serve the common good, and embed ethical and social justice considerations throughout our teaching and research. We strive to live our core values of truth, excellence, and service.

We are a publicly funded university, and while we are young, we have grown significantly and we and we are making our mark: we are one of the largest university contributors to the care economy in Australia and rank 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 prioritise our staff, supporting their growth with a positive culture, generous leave, and flexible work arrangements. We invite all staff to engage with our mission in whatever way is most meaningful to them – whether as Catholics, as members of other churches and faiths, or as people with no religious affiliation but who are willing to embrace our vision, mission and strategic direction. We continue to invest in our facilities and workplaces and actively involve staff in shaping the future direction of the organisation.

For further information about the university please refer to ACU's organisational structure.

ABOUT THE PORTFOLIO OF DEPUTY VICE-CHANCELLOR (CATHOLIC MISSION)

The Catholic Mission portfolio plays a crucial role in promoting and nurturing the institution's Catholic mission and identity across all its operations. It serves as a vital link between the university's educational, research and engagement objectives and its Catholic heritage, driving initiatives that promote an understanding and appreciation of the Catholic faith within the academic context.

As a principal steward of the university's mission, the portfolio's responsibilities centre on ensuring that its curriculum and research endeavours are cognisant of, and open to, the insights of the Catholic tradition. We emphasise growth of the whole person, we encourage our community to search for meaning and express truth in

love. We assist our students and staff to integrate their intellectual growth, their social engagements, and their own cultural and spiritual convictions so as to thrive in an ever-changing world. We facilitate dialogue around complex issues of our age.

Working closely with the leaders of our four faculties, the portfolio aims to support a vibrant university community that embodies Catholic principles and fosters a culture of inquiry by enhancing integration of Catholic values in university policies and practices, promoting a sense of shared mission among staff and students; and strengthening connections between the university and the Church and its founding religious institutes, ensuring alignment with the broader Catholic community.

ABOUT THE DIRECTORATE OF IDENTITY AND MISSION

Engagement of our Mission is the responsibility and an opportunity for all staff and students. The Directorate of Identity and Mission facilitates this engagement through programs and activities that inform, celebrate, and support the University community's development and understanding of our Mission, Catholic identity and living traditions. The Directorate is responsible for, among other things, staff and student Mission orientation, student Mission-based formation, staff development for Mission (formation), and support in Mission-based recruitment and induction of staff. The Directorate also serves as a resource for those wishing to better understand and explore the Catholic mission and identity of Australian Catholic University. The Directorate collaborates across the ACU community to advance the Mission of the University through several distinct units.

ABOUT CAMPUS MINISTRY

Campus Ministry at ACU provides pastoral support and formation for students and staff. It offers opportunities for faith development and service, for developing a deeper relationship with God, guided by our Catholic Intellectual tradition.

Through Campus Ministry, the University animates opportunities for members of the community to deepen their experience of faith and to use their gifts and talents in service to the world. Beneath the formal programs, retreats, lectures, and workshops lies a spirited dedication to the identity and mission of ACU.

At the core of ACU is its identity as part of the legacy of the Catholic Intellectual Tradition. This is not a status legacy but a vibrant, living legacy that is found on each of our campuses, every day.

ABOUT ACU ENGAGEMENT

As a Catholic university, ACU is a university of service. Inspired by our mission, we stand up for people in need and causes that matter. Because of this we are proud to be a sector leader in community engagement.

ACU Engagement is responsible for the development and implementation of ACU's Community Engagement Strategy that includes integration of community engagement into ACU's teaching and learning, research, and outreach across all Faculties and organisational units; contribution and expansion of community stakeholder relationships; and, broadening and deepening community engagement as a defining representation of the University's mission.

ACU Engagement collaborates with Campus Ministry, Faculties, Research Institutes and other operational units in order to achieve enhanced opportunities for our staff and students to experience community engagement that is both academically rich and exemplifies the principles of Catholic Social Teaching.

ACU Engagement also works to provide opportunities for ACU staff, students, and affiliates to contribute to their community in a manner that meets their skills, capabilities, and capacity; and to provide opportunities for our partner organisations to access the skills and resources of ACU to achieve goals that are mutually beneficial and in accord with our mission.

ABOUT THE CENTRE FOR LITURGY

The ACU Centre for Liturgy seeks to promote, support and enhance the liturgical life of the Catholic Church in Australia and the region through tertiary education, scholarship and pastoral formation. It provides high-quality academic programs and research in liturgical studies and sacramental theology through ACU's Faculty of Theology and Philosophy and LaSalle Academy for Religious Education. It also provides practical professional training and development in liturgy and the sacred arts through ACU's Directorate of Identity and Mission. The ACU Centre for Liturgy operates under the auspices of the Office of the Vice President and the Faculty of Theology and Philosophy in the delivery of academic and professional development programs in liturgy, sacraments and the sacred arts.

POSITION PURPOSE

The Executive Officer provides high-level administrative, digital and project support across the Office of the Deputy Vice Chancellor (Catholic Mission), including support to the Identity and Mission Directorate and Associate Director, Mission and Ministry. The role is directly responsible for the effective coordination of the Deputy Vice Chancellor's diary, travel and meeting coordination. The incumbent also undertakes event coordination support, finance and procurement processes, stakeholder communications, and the development of digital and print resources that support faith formation, spirituality, engagement in the Catholic intellectual tradition, and the broader mission and identity of the University.

KEY 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's Vision 2033
- Catholic Identity and Mission
- Code of Conduct for all staff
- ACU Capability Development Framework
- ACU Staff Enterprise Agreement 2022-2025
- ACU Staff Reconciliation Action Plan

The Capability Development Framework describes the core competencies needed in all ACU staff to achieve the university's strategy and supports its mission.

Responsibility	Scope
Provide high-level executive and administrative support for the Deputy Vice Chancellor (Catholic Mission), including diary and inbox coordination, meeting preparation and documentation, travel arrangements, room and venue bookings, reception and enquiry management, records administration, and the drafting of routine correspondence.	The position mainly contributes to activities; outcomes and goals within their immediate team or work unit
Support the delivery of projects, programs, events and initiatives, including national activities, campus-based programs, liturgical and mission-related events, and projects sponsored or facilitated by the Office of the Deputy Vice-Chancellor (Catholic Mission), Campus Ministry and the Associate Director, Mission and Ministry.	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit

Responsibility	Scope
Undertake financial workflow administration, including procurement, invoice processing, credit card reconciliation, budget support, office resource management, and other related administrative processes required to support efficient service delivery of the Office of the Deputy Vice-Chancellor (Catholic Mission), Campus Ministry and the Associate Director, Mission and Ministry.	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit
Prepare, coordinate and maintain communications and design outputs, including presentations, brochures, flyers, digital resources, online content, and branded materials for students, staff and external stakeholders, ensuring alignment with ACU and Campus Ministry brand guidelines.	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit
Build and maintain effective relationships with internal and external stakeholders, manage day-to-day communications and enquiries, contribute to process improvement initiatives, and provide administrative, project and research support that strengthens workflow efficiency and service excellence.	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University
Perform other duties as reasonably directed to support strategic, operational and organisational priorities.	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit

HOW THE ROLE OPERATES

The position will need to seek approval from their supervisor before making changes to processes and procedures.
The position is expected to identify and recommend improvements to their supervisor before implementation.
The position needs to build relationships with staff across the organisation to perform their duties.
This position does not have managerial responsibilities.

SELECTION CRITERIA

Qualifications, skills, knowledge and experience:	• Qualification - Completion of a relevant degree with subsequent relevant work experience in a similar position; or an equivalent combination of relevant experience and/or education/training. • Knowledge - Demonstrated knowledge of and experience in working effectively with Church agencies and organization including appropriate use of terminology. • Experience - Experience in understanding the mission of the Church in Australia, including working closely with key Church stakeholders (Australian Catholic Bishops Conference, etc). • Skill - High level computer literacy, sound working knowledge of Microsoft office including the capacity to use databases and corporate systems and social media. • Experience - 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. • Skill - Demonstrated ability to communicate with impact and purpose with high level internal and external stakeholders verbally

	and in writing, including drafting and proofing documents, designing and producing flyers/brochures and publicity material to create positive impact and successful outcomes. • Experience - Demonstrated ability to handle highly sensitive information, plan work activity, work under pressure and prioritise time and resources using established processes and technology, to achieve optimum efficiency and effectiveness. • Skill - Demonstrated ability to work independently and collaborate effectively as part of a team to achieve individual and team goals.
Core Competencies:	• 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. • Keep stakeholder interest at the core of ACU business decisions and ACU service excellence as a top priority. • Work collaboratively internally and externally to ACU to capitalise on all available expertise in pursuit of excellence. • 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. • Plan work activity, prioritise time and resources using established ACU processes and technology to achieve optimum efficiency and effectiveness.
Essential Attributes:	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.
Working with Children and vulnerable adults check	Evidence of the ability to work with children and/or vulnerable adults, and contribute to and protect their safety and wellbeing. The successful applicant of this position will be required to hold a valid working with children clearance for the State or Territory in which the position is located.
Pre-employment declaration and background check	Preferred candidates will be required to complete mandatory pre-employment declarations and background checks, including those related to gender-based violence and foreign interference, in line with ACU's compliance requirements.

REPORTING RELATIONSHIPS

For further information about the structure of the University, refer to the Organisation Chart
https://www.acu.edu.au/about-acu/leadership-and-governance/leadership/organisational-structure

