

POSITION DESCRIPTION

Position Title	Executive Officer		
Organisational Unit	Research Office		
Functional Unit	Graduate Research School		
Nominated Supervisor	Manager, Research Operations		
Classification	HEW 6		
CDF Level	CDF1	Position Number	10613634
Attendance Type	Full Time	Date reviewed	20-AUG-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 OFFICE OF THE DEPUTY VICE-CHANCELLOR

The Deputy Vice-Chancellor, Research and Enterprise is responsible for leading the University's Research and Enterprise portfolio to achieve sustainable excellence research, research training, research translation and enterprise. Through the delivery of ACU's [Research and Enterprise Vision 2033](#), *In Service of a Flourishing Humanity*, the portfolio drives the development of future research capability, effective infrastructure and systems, fundamental research, research translation, and the application of research to address societal challenges and create meaningful impact.

The Office of the Deputy Vice-Chancellor, Research and Enterprise incorporates the Graduate Research School, Research Operations, Research Systems and Reporting, Enterprise, and Major External Programs (Government), and works collaboratively across the University to deliver the Research and Enterprise Vision and priorities. The Portfolio

fosters industry collaboration and commercialisation opportunities, delivers impactful mission-based research for ACU's communities and stakeholders, manages governance, policy, finance and compliance activities, and undertakes analysis of research performance nationally and internationally.

ABOUT THE GRADUATE RESEARCH SCHOOL

The Graduate Research School (GRS) provides strategic leadership, policy oversight and operational support for graduate research education across the University.

The GRS is responsible for the administration and management of higher degree research (HDR) candidature from admission through to examination and completion. The School works collaboratively with faculties, institutes, supervisors and candidates to ensure an outstanding research training experience and to support the delivery of high-quality research outcomes.

The GRS supports a broad range of activities including research training programs, scholarships administration, candidature management, governance and compliance, examination processes, reporting and stakeholder engagement across the University.

As a central unit within the Office of the Deputy Vice-Chancellor, Research and Enterprise, the Graduate Research School plays a key role in advancing the University's Research and Enterprise Vision 2033 through the development of future researchers, the delivery of high-quality research training, and the promotion of research excellence, innovation and impact.

POSITION PURPOSE

The Executive Officer provides high-level executive, administrative and operational support to the Director, Graduate Research School, and Dean, Graduate Research and International, while contributing to the effective operation of the Graduate Research School.

The position serves as a trusted point of coordination across the Graduate Research School, supporting executive operations, stakeholder engagement, financial administration and the management of executive priorities. Working within a complex and fast-paced environment, the Executive Officer is required to exercise initiative, sound judgement, and discretion while managing competing priorities and delivering a high standard of professional support.

The role contributes to the effective and efficient operation of the Graduate Research School through the proactive management of executive support services, coordination of meetings and events, administration of financial processes, and implementation of effective administrative systems and practices. Working closely with internal and external stakeholders, the position supports the achievement of the Graduate Research School's strategic objectives and contributes to ACU's mission of research excellence, innovation and human flourishing.

The position reports to the Manager, Research Operations.

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
Executive Support • Provide proactive high-quality executive and administrative support to the Director, Graduate Research School and Dean, Graduate Research and International, ensuring the effective management of priorities, commitments and day-to-day operations. • Proactively anticipate requirements and identify actions necessary to support the effective operation of the Director's and Dean's office. • Manage correspondence, enquiries and requests, exercising judgement in determining priorities and facilitating timely responses. • Prepare, edit and format reports, presentations, briefing notes, submissions, correspondence and other documentation to a high professional standard. • Maintain effective administrative systems, records and documentation to support the efficient operation of the Director's and Dean's office. • Exercise a high degree of professionalism, discretion and confidentiality when handling sensitive information and matters.	The position mainly contributes to activities; outcomes and goals within their immediate team or work unit
Executive Coordination and Meeting Support • Coordinate complex calendars, appointments, meetings and travel arrangements, ensuring effective time management and prioritisation of commitments. • Prepare, collate and coordinate briefing materials, meeting papers, agendas and supporting documentation to ensure the Director, Graduate Research School and Dean of Graduate Research and International are well prepared for meetings, forums and stakeholder engagements. • Monitor upcoming commitments, deadlines and actions, proactively identifying information and follow-up requirements to support effective decision-making and participation. • Coordinate meeting logistics, including venue bookings, catering, travel and technology requirements where required. • Monitor actions, commitments and follow-up activities arising from meetings and stakeholder engagements to support timely completion and effective coordination.	The position mainly contributes to activities; outcomes and goals within their immediate team or work unit
Stakeholder Engagement and Coordination • Act as a key point of contact for internal and external stakeholders, providing professional, responsive and customer-focused support. • Develop and maintain effective working relationships with academic and professional staff, higher degree research candidates, external partners and other stakeholders.	The position mainly contributes to activities; outcomes and goals within their immediate team or work unit

Responsibility	Scope
• Coordinate stakeholder meetings, workshops, events and other activities undertaken by the Graduate Research School. • Facilitate communication and information sharing across the Graduate Research School and broader University community.	
Financial and Operational Administration • Provide financial administration support to the Manager, Research Operations, including processing purchase orders, invoices, expense claims and other financial transactions and financial reporting activities as required. • Assist with budget monitoring, expenditure tracking and financial reporting activities as required. • Maintain accurate financial and operational records and documentation to support compliance and accountability requirements. • Contribute to the effective day-to-day operation of the Graduate Research School by coordinating administrative and business support activities.	The position mainly contributes to activities; outcomes and goals within their immediate team or work unit
Continuous Improvement • Identify opportunities to improve administrative systems, processes and service delivery practices. • Contribute to the development and implementation of process improvements that enhance operational effectiveness and stakeholder experience. • Support operational projects and initiatives undertaken by the Graduate Research School and the Office of the Deputy Vice-Chancellor, Research and Enterprise.	The position mainly contributes to activities; outcomes and goals within their immediate team or work unit
General • Provide back-fill support as required within the Office of the Deputy Vice-Chancellor, Research and Enterprise to provide coverage during periods of annual and other leave. • Undertake other duties commensurate with the classification level as reasonably directed by the supervisor.	The position mainly contributes to activities; outcomes and goals within their immediate team or work 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 degree qualification with relevant experience; or an equivalent combination of relevant experience, education and training. • Experience - Demonstrated experience providing high-level executive support to senior leaders in a complex organisation, including the ability to manage competing priorities, exercise sound judgement and maintain confidentiality. • Experience - Demonstrated experience coordinating complex calendars, meetings, travel arrangements and executive commitments, including the preparation of briefing materials and meeting documentation. • Skill - Highly developed organisational and time management skills, with the ability to coordinate multiple activities, meet deadlines and maintain a high level of accuracy and attention to detail. • Skill - Excellent interpersonal, written and verbal communication skills, including the ability to develop and maintain productive working relationships, and communicate effectively with a diverse range of internal and external stakeholders. • Experience - Demonstrated ability to exercise initiative, anticipate requirements, solve problems proactively and work with a high degree of autonomy. • Skill - Demonstrated experience undertaking financial administration activities, including processing purchase orders, invoices, expense claims, reconciliations and budget monitoring. • Skill - Advanced proficiency in Microsoft Office applications and experience using business, finance and records management systems to support operational effectiveness.
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. • 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. • Take personal accountability for achieving the highest quality outcomes through understanding the ACU context, self-reflection, and aspiring to and striving for excellence. • 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	This role does not require a Working with Children Check.

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>

