

POSITION DESCRIPTION

Position Title	Executive Officer		
Organisational Unit	PSH Education and Catholic Mission		
Functional Unit	PSH Education and Catholic Mission		
Nominated Supervisor	Director, Strategy & Operations PSH - Education and Catholic Mission		
Classification	HEW 6		
CDF Level	CDF1	Position Number	10610806
Attendance Type	Full Time	Date reviewed	07-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 EDUCATION PORTFOLIO

Aligned with ACU's mission, the education portfolio makes a major contribution to the Catholic commitment to education.

The portfolio prides itself on placing the whole person at the centre of its strategies and working to deliver the best possible experience and outcomes to our students. Student wellbeing and sense of belonging are key to the portfolio's engagement.

By providing a learning environment that emphasises growth of the whole person, we equip our learners with the knowledge, skills and confidence to thrive in an interconnected and changing world. This helps our students not only with career prospects, but with their personal search for truth and meaning and their contribution to the common good.

The education portfolio is responsible for the university's approach to contemporary education performance and student-centred, evidence-based teaching practices. This enables high-quality, engaged, supportive, flexible and accessible learning experiences for our diverse student cohorts and across diverse learning environments, including physical as well as online learning spaces.

The education portfolio includes the Centre for Education and Innovation, the university's flagship resource for learning design, academic support and innovation in both curriculum and pedagogy, as well as academic registrar and student administration, student experience, First Peoples (headed by the Pro Vice-Chancellor Indigenous) and libraries directorates.

The portfolio as a whole assists and supports our students with every facet of their development at ACU; covering the full student experience lifecycle from application to student success, retention, graduation, career destination and postgraduate study years. To deliver on this, the portfolio works very closely with the academic portfolio, faculties, schools, and academic staff of the university.

POSITION PURPOSE

This role supports the achievement of two Directors within the Education Portfolio by taking an active role in managing, prioritising and maintaining diaries, meetings, deadlines, correspondence, travel, events and other administrative activities.

The Executive Officer helps facilitate and promote the work of the portfolio by supporting its strategic ambitions and delivering outcomes in a safe and sustainable way. Working within the Professional Services Hub, the Executive Officer is a key member of the EO Community of Practice and provides support to their EO peers on a range of administrative activities as opportunities and needs arise.

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 confidential administrative support to the Directors based on an understanding of current priorities and coordinate effective processes to support the Directors, effectively bring	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit

Responsibility	Scope
matters for urgent attention / prioritisation and following up to ensure deadlines are met. Responsibilities may include: • Diary management; • Travel arrangements; • General technology assistance; • Maintain asset register; • Proof reading reports and documents; and • Coordinating all documents and forms that requires the authority of the Directors. • Coordinating all paperwork that requires the authority of the Directors.	
Support the Directors with monitoring and managing the annual budget whilst ensuring accuracy and proper documentation. Responsibilities may include: • Liaising with Finance on expenditure and revenue transactions • Understanding the Directorate budget, cost codes, delegated officers etc; • Creating purchase orders, ensure correct coding and arrange approval of invoices for payment; • Generating monthly budget reports to support reconciliation and reporting; • Coding and reconciling Director's purchase card transactions.	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit
Manage all incoming queries to the Directors from initial enquiry to completion, proactively identifying issues and appropriately escalating queries. Use judgement and knowledge to make decisions on the most appropriate response to queries including when to refer to the Directors, refer to other staff within the Portfolio or to other relevant areas. Prepare, edit and send communications and correspondence on behalf of the Directors, consistent with the ACU brand including maintaining content on webpages and knowledge articles, and posting to Workplace for Staff.	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University
Follow up an outstanding employment documentation and coordinate on behalf of the Directors: - Annual PRP meetings and submission of documentation; - Preparation and upload of supporting HR employment documentation including Position Classification Request, Request to Advertise, Request to Appoint, Fixed-term Expiry Advice, secondment/internal transfer, Higher Duties Allowance, Salary Flexibility etc.	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit
Arrange meetings, conferences and/or events relating to organisational unit activities or Education Portfolio initiatives including (but not limited to): • Booking facilities and/or venues; • Preparing agendas and related documentation; and • Designing brochures, programs, and/or related documentation.	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit

Responsibility	Scope
• Planning catering • Managing invitations.	
Build and maintain positive working relationships with internal and external stakeholders with the aim of enhancing the reputation of the Office of the Directors. This includes participation in the Executive Officer team within a Professional Service Hub, and the community of practice across the other Professional Services Hubs.	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University
Provide secretarial support for committees, steering groups and high-level meetings as required. Follow up on actions required from the Office of the Directors to ensure deadlines are met. Responsibilities include: • Preparation of draft agenda; • Coordination of papers; • Circulation of papers (maintenance of corporate document sharing sites); and • Taking minutes/preparing draft minutes.	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit
Contribute to the development and implementation of administrative systems, processes and procedures within the Office of the Directors, and more broadly for the Professional Service Hub.	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit
Provide secretarial and administrative support to the Directors and the Professional Services Hub for onboarding, inducting and exiting staff, with policy and project management.	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University
Undertake other administrative duties required by the Directors (eg, that may be unique to the functions of individual Directorates).	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 solves problems that tend to be repetitive/cyclical on a regular basis.
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 - A tertiary degree; or an equivalent combination of relevant experience and/or education/training. • Skill - High level of computer literacy and advanced user knowledge of Outlook and the Microsoft Office Suite. • Skill - Ability to manage multiple and conflicting work priorities and tasks in a high demand environment • Experience - Proven experience in providing high level administrative support to senior management in a complex/
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	national organisation • Experience - Proven ability to act with discretion and sensitivity and maintain confidentiality. • Experience - Experience working in a tertiary environment (desirable). • Experience - Experience in supporting Boards and Committees including the preparation of agendas, board papers and meeting minutes (desirable).
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>

