

## POSITION DESCRIPTION

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|-----------------------------|---------------------------------------------|------------------------|-------------|
| <b>Position Title</b>       | Senior Project Officer, Assurance           |                        |             |
| <b>Organisational Unit</b>  | Legal, Assurance and Governance Directorate |                        |             |
| <b>Functional Unit</b>      | Assurance Unit                              |                        |             |
| <b>Nominated Supervisor</b> | National Manager, Assurance                 |                        |             |
| <b>Classification</b>       | HEW 8                                       |                        |             |
| <b>CDF Level</b>            | CDF1                                        | <b>Position Number</b> | 10612213    |
| <b>Attendance Type</b>      | Full Time                                   | <b>Date reviewed</b>   | 01-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 LEGAL, ASSURANCE AND GOVERNANCE DIRECTORATE (LAG)

The Legal, Assurance and Governance Directorate comprises three distinct functional areas:

- The Office of General Counsel (OGC) is a discrete and independent functional unit with the sole purpose of providing professional legal advice and services across a broad range of areas upon instructions from members of staff, management and officers of ACU. Situated administratively within the Corporate Services Portfolio, the OGC is accountable to its sole client, Australian Catholic University Limited, the corporate entity that conducts the University.
- The Assurance Unit brings together ACU's quality assurance (including TEQSA compliance and registration), PD\_Senior Project Officer, Assurance

internal audit, compliance and risk functions into a single unit designed to ensure strategic and functional alignment of ACU's assurance activities. It is responsible for several major compliance frameworks including Internal Audit, Enterprise Risk Management and Fraud and Corruption Control.

- The Governance Unit supports the governance activities of Australian Catholic University Limited. The Governance Unit provides secretariat support for key governance committees, manages governance and student election processes, maintains ACU's key corporate records, and is responsible for several major regulatory frameworks including Delegations of Authority, Privacy, Protected Disclosures, Policy and Records and Archive Management.

## POSITION PURPOSE

The Senior Project Officer, Assurance provides project advice and support in the implementation and management of the University's risk, internal audit, review and HESF assurance processes. This includes supporting activities linked to ACU's registration with TEQSA to ensure the University's activities are compliant with its legislative assurance obligations, strategic intent and commitment to continuous improvement. The position plays a key role in supporting the development of systems and operational processes to drive efficiencies and capture evidence of the University's assurance against various sector standards. The incumbent is expected to monitor relevant sector-wide developments and support the continuous improvement of assurance processes associated with the Assurance Unit's responsibilities.

## 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                                                                                                                  |
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| Programmatically facilitate the creation, collection, maintenance and reporting of assurance evidence relating to ACU's TEQSA registration.                 | The position contributes to activities; outcomes and goals; that are implemented and have impact across the University |
| Develop and manage documents, including data reports, briefing documents, presentations and document systems, to support assurance activity.                | The position contributes to activities; outcomes and goals; that are implemented and have impact across the University |
| Manage the integrity of Assurance data held within the University's approved business systems and ensure the effectiveness of reporting from those systems. | The position contributes to activities; outcomes and goals; that are implemented and have impact across the University |

| Responsibility                                                                                                                                                                                                                             | Scope                                                                                                                  |
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| Contribute to the collection and analysis of data and information used in the preparation of assurance reports.                                                                                                                            | The position contributes to activities; outcomes and goals; that are implemented and have impact across the University |
| Research and prepare advice and reports on operational matters to facilitate informed management and stakeholder assessments, decision making and business planning.                                                                       | The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit   |
| Proactively maintain regular engagement with key contacts within the university and externally on assurance activities in line with service expectations.                                                                                  | The position contributes to activities; outcomes and goals; that are implemented and have impact across the University |
| Execute elements of the Unit's Communication and Engagement plan to build stakeholder understanding of assurance activity.                                                                                                                 | The position contributes to activities; outcomes and goals; that are implemented and have impact across the University |
| Continuously identify and implement operational best practices in collaboration with the wider team, while supporting ongoing improvements to the policies, procedures, and processes that underpin the University's assurance activities. | The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit   |
| Manage and support meetings and events for internal and external stakeholders in connection with assurance activities.                                                                                                                     | The position contributes to activities; outcomes and goals; that are implemented and have impact across the University |
| Other duties as specified by the National Manager, Assurance and Senior and Executive Management within the Legal, Assurance and Governance Directorate.                                                                                   | The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit   |

## HOW THE ROLE OPERATES

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| The position manages complex; difficult or challenging matters/issues/tasks on a regular basis; These matters are often impacted by internal/external factors (technical; policies and procedures; industrial; funding; academic). |
| The position is expected to demonstrate critical thinking to make recommendations; to meet changing demands; and provide business aligned solutions.                                                                               |
| The position needs to build relationships with staff across the organisation to perform their duties.                                                                                                                              |
| The position provides solutions to problems or situations of critical importance to the University or deals difficult or emotional people.                                                                                         |

## SELECTION CRITERIA

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| <b>Qualifications, skills, knowledge and experience:</b> | <ul style="list-style-type: none"> <li>• Qualification - Postgraduate degree in a management, administration and/or education/higher education related discipline with relevant experience (preferred), or a relevant Bachelors' degree with extensive sector experience.</li> <li>• Knowledge - Demonstrated knowledge and understanding of the Higher Education Standards Framework and associated legislation and their organisational implications.</li> <li>• Experience - Demonstrated experience in working with digital</li> </ul> |
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|                                                          | <p>systems to facilitate the collection, storage and reporting of data and information to support key assurance activities.</p> <ul style="list-style-type: none"> <li>• Skill - Exceptional attention to detail, sound judgement and high standards of professional and personal integrity.</li> <li>• Skill - Demonstrated ability to draft and develop a range of documents (reports, submissions etc) in collaboration with diverse internal stakeholders to address complex assurance issues and the ability to effectively and constructively engage with these stakeholders, including senior leaders, to advance the University's assurance agenda.</li> <li>• Skill - Demonstrated organisational skills to work independently and effectively plan, manage and deliver assurance projects and tasks in line with frameworks, timelines and agreed outcomes.</li> <li>• Skill - Demonstrated ability to identify, document and develop process improvements to support efficiencies in the delivery of assurance activities.</li> </ul> |
| <b>Core Competencies:</b>                                | <ul style="list-style-type: none"> <li>• 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.</li> <li>• Understand the business environment in which ACU operates and adopt a university-wide point of view to seize opportunities and improve commercial viability.</li> <li>• Work collaboratively internally and externally to ACU to capitalise on all available expertise in pursuit of excellence.</li> <li>• Plan work activity, prioritise time and resources using established ACU processes and technology to achieve optimum efficiency and effectiveness.</li> <li>• Make informed, evidence-based decisions by sourcing and interpreting University and business information.</li> </ul>                                                                                                                                                                                                                                  |
| <b>Essential Attributes:</b>                             | <p>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.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Working with Children and vulnerable adults check</b> | <p>This role does not require a Working with Children Check.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Pre-employment declaration and background check</b>   | <p>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.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

## REPORTING RELATIONSHIPS

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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>

