POSITION DESCRIPTION

Position Title	Project Data Workstream Lead		
Organisational Unit	The People and Capability Directorate		
Functional Unit	Employment Relations		
Nominated Supervisor	Project Manager, Wage Compliance		
Classification	HEW 7		
CDF Level	HEW 7 CDF1	**Position Number**	10613031
Attendance Type	Full Time	**Date reviewed**	24-SEP-2025

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.*

An ACU education builds on the Catholic understanding of faith and reason working together in pursuit of knowledge and promotion of human dignity and the common good.

An ACU education seeks to transform lives and communities. Students are challenged to look beyond the classroom, solve real-world problems, develop their own search for meaning and cultivate strong professional ethics. They are invited to stand up for people in need and causes that matter.

ACU is open to all. As is common with great Catholic institutions the world over, the university is inclusive and supportive of everyone, every day – regardless of their faith or tradition.

ACU is a young university making a serious impact. Ranked in the top two per cent of universities worldwide and in the top 10 Catholic universities, we're also a leader in employability with 94 per cent of our graduates employed. The university has seven campuses around Australia, a campus in Rome, Italy, and an online campus – ACU Online.

ACU has four faculties, and several research institutes and directorates. We believe our number one asset is our people. It's the character, enthusiasm and dedication of our staff that make this a university like no other. All our staff contribute to the achievement of our goals set out in ACU's Vision 2033 and aim to provide high-quality services with a strong focus on service excellence.

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.

The structure to support this complex and national university consists of:

- Vice-Chancellor and President
- Deputy Vice-Chancellor - Catholic Mission
- Provost and Deputy Vice-Chancellor (Academic)
- Deputy Vice-Chancellor (Corporate)
- Deputy Vice-Chancellor (Research and Enterprise)
- Deputy Vice-Chancellor (Education)

ABOUT THE PEOPLE AND CAPABILITY DIRECTORATE

The People and Capability (P&C) Directorate supports the full employment lifecycle at ACU. It delivers strategic and operational workforce services and initiatives, enabling workforce capability, performance, and alignment with ACU's mission and strategic priorities. P&C operates as a business partner to the university, ensuring services are people-centred, compliant, and future-focused.

ABOUT THE EMPLOYMENT RELATIONS UNIT

Employment Relations is responsible for the development of the necessary employment relations frameworks within which People & Capability provides advice, design processes and delivers services. These frameworks implement the comprehensive range of employment Legislation, Regulations, Industrial Instruments, Standards and Codes of Practice.

The Employment Relations team focuses on employment relations strategy, frameworks, processes, case management, wage compliance and achieving positive outcomes for the University and its staff. The predominant clients of the Employment Relations unit are senior officers of the University, managers and P&C staff.

The unit consists of specialist staff who provide expert advice and manage people matters as they escalate within the university.

POSITION PURPOSE

The Project Data Workstream Lead supports employment relations projects associated with the effective implementation of and compliance with the ACU Staff Enterprise Agreement, the Fair Work Act and other applicable regulatory instruments. Specifically, the position is responsible for providing data advice, support and completion of tasks arising from the university's wage compliance project, associated with the identification of and correction of areas of non-compliance (the project).

The position develops detailed data reports and insights for internal stakeholders and external bodies regarding the progress and outcomes of the compliance program and maintains project documentation including creation of process maps and business requirements. The position establishes effective, collaborative relationships with key stakeholder groups, whilst ensuring delivery is aligned to project strategy and goals.

The Project Data Workstream Lead will report to the Project Manager, Wage Compliance – Employment Relations.

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
Contribute to the review of program outputs through Payroll system validation. Analyse and validate complex payroll data (historic and current) to ensure the accuracy of calculations.	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit
Develop and maintain data models to test and report on payment accuracy for various staff cohorts.	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit
Prepare detailed data reports and insights for internal stakeholders and external bodies regarding the progress and outcomes of compliance programs.	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit
Contribute to the development and documentation of administrative systems, processes and procedures currently undertaken. This includes contributing to the updating and maintaining of process maps and user guides to ensure they remain accurate and support consistent P&C processes and practices.	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit
Establish and maintain effective, collaborative relationships with a wide range of stakeholders and foster an environment of consultation and collaboration by involving all relevant stakeholders in the documentation and evaluation process.	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 degree in Management Information Systems (MIS) or Human Resources and extensive relevant experience; or an equivalent combination of relevant experience and/or education training. • Experience - Demonstrated experience in large data analysis for payroll audits and compliance reviews. • Experience - Highly developed skills in interpreting and applying complex interpretations to data models. • Skill - Demonstrated skill in data manipulation/transformation toolsets (e.g., SQL, advanced Excel, Power BI). • Skill - Highly developed written and verbal communication skills to prepare reports, complex documentation, facilitate workshops and manage group presentations. • Skill - Demonstrated interpersonal, verbal and written communication skills including attention to detail and accuracy with the ability to quickly identify errors or inconsistencies within data/information. • Skill - Demonstrated organisational, planning and problem-solving skills including ability to effectively prioritise multiple tasks, respond to changing priorities, work to deadlines and support a high-volume work area. • Skill - Proven ability to act with discretion, sensitivity and maintain confidentiality.
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. • 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.

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

