

POSITION DESCRIPTION

Position Title	Project Officer, Equity and Inclusion		
Organisational Unit	Education Pathways		
Functional Unit	Equity and Inclusion		
Nominated Supervisor	Project Manager, Equity and Inclusion		
Classification	HEW 7		
CDF Level	CDF1	Position Number	10613542
Attendance Type	Full Time	Date reviewed	27-JUL-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 EDUCATION PATHWAYS

The Education Pathways organisational unit contributes to the implementation of the University's strategic priorities in key areas such as the Enrolment Plan, Widening Participation Plan, and Student Veterans support.

Education Pathways provides flexible and supportive pathways that facilitate access and success in tertiary education for both domestic and international students. With a commitment to equity and inclusion, the directorate leads and supports strategies to improve participation and outcomes for a range of student cohorts, including underrepresented groups, school and non-school leavers, and student veterans and their families. Grounded in teaching and learning excellence, transition pedagogy, and individualised retention strategies, the directorate aligns with ACU's mission to provide opportunity and holistic education for all students.

Education Pathways has a national presence across all ACU campuses. Key programs and services include award pathway programs, such as Diplomas; Non-Award Programs, such as Foundation Studies, Tertiary Preparation Programs and Study Tours; along with Student Veteran Services and the Equity and Inclusion team.

POSITION PURPOSE

The Project Officer, Equity and Inclusion is responsible for initiating, developing, coordinating and implementing key components of the Equity Access Program for Mature-Age Learners from Underrepresented Backgrounds. The Program delivers outreach and engagement initiatives with local and regional communities to increase access to higher education for mature-age learners who may not have previously considered university as a viable pathway.

Under the broad direction of the Project Manager, Equity and Inclusion, the position collaborates with faculties, professional teams and external stakeholders to develop and implement project initiatives, working within ACU's broader equity and widening participation agenda and drawing on the experience and expertise of the Equity and Inclusion team.

The Project Officer develops and coordinates robust and sustainable partnerships across sectors with relevant community organisations, education providers, internal ACU stakeholders and other partners in order to facilitate the design, development, pilot delivery and future growth of a supported access pathway for mature-age learners aged 21+ from underrepresented cohorts, including low socio-economic status (LSES), regional and Aboriginal and Torres Strait Islander communities.

This position leads the development and implementation of key components of an equity pathway that supports mature-age learners to access, succeed in and transition into undergraduate study at ACU, and contributes to the ongoing evaluation and continuous improvement of the program.

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:

PD_Project Officer, Equity and Inclusion

- 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
Lead the development, coordination and delivery of a range of engagement and awareness-raising activities to support access and enrolment of students in the Equity Access Program for Mature-Age Learners, with a particular focus on increasing the participation, retention and success of students from underrepresented cohorts, including people from low socio-economic status (LSES), regional, and Aboriginal and Torres Strait Islander communities.	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit
Initiate, develop, and sustain strong collaborative relationships across local and regional communities, with relevant stakeholders such as Country Universities Centres, TAFEs and other community organisations, to facilitate access into higher education via the Equity Access Program for Mature-Age Learners.	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University
Lead the coordination and implementation of key operational aspects of the Needs-Based Funding Equity Access Program for Mature-Age Learners from Underrepresented Backgrounds, including developing project processes and resources, and coordinate monitoring, data collection and reporting to inform program evaluation, continuous improvement and project outcomes.	The position mainly contributes to activities; outcomes and goals within their immediate team or work unit
Work collaboratively with professional and academic staff to develop, coordinate and implement program activities, student support resources and support processes that meet the diverse learning needs of mature-age learners from underrepresented backgrounds. Identify student support needs through engagement and feedback, analyse findings, and lead the continuous improvement of program resources and support strategies to strengthen students' capability for successful transition to undergraduate study.	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University
Assist students navigate through the program and prepare them for further study by enabling the successful transition into undergraduate places.	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University

Responsibility	Scope
Evaluate and report program activities and outcomes and contribute to project reporting, ensuring accurate record keeping of key performance indicators related to student and program success.	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 requires resilience and adaptability to be able to respond to changes in the sector and business landscape and identify areas of improvement.
The position seeks and creates business opportunities for the organisation by liaising with a range of external stakeholders.
This position does not have managerial responsibilities.

SELECTION CRITERIA

Qualifications, skills, knowledge and experience:	• Qualification - A relevant degree with demonstrated relevant experience, or an equivalent combination of demonstrated relevant experience and/or education/training. • Skill - Excellent oral and written communication skills including the ability to effectively communicate with and support students, including those who may have barriers to participation in higher education such as Low SES, Aboriginal and Torres Strait Islander background and from regional and remote areas. • Experience - Demonstrated stakeholder engagement, organisational, problem solving and decision-making abilities. • Skill - Proven high level skills in the use of Microsoft Office software, including Excel, Word and PowerPoint to analyse and present data, and prepare and present professional reports and briefings and engaging material for school students and tertiary students. • Experience - Proven sound interpersonal and relationship management skills and the ability to interact with university staff across different levels and with external stakeholders and clients. • Knowledge - Knowledge of issues surrounding equity and equity in education, with a focus on those in higher education.
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. • Display openness and resilience, inspire others to change and act to make change happen with ACU's strategic goals and

	Mission at the heart of all outcomes. • 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.
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>

