

POSITION DESCRIPTION

Position Title	Academic Integrity Compliance Officer		
Organisational Unit	Centre for Education and Innovation		
Functional Unit	Office of Centre for Education and Innovation		
Nominated Supervisor	Academic Integrity Compliance and Review Officer		
Classification	HEW 5		
CDF Level	CDF1	Position Number	10610690
Attendance Type	Full Time	Date reviewed	17-NOV-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 CENTRE FOR EDUCATION AND INNOVATION

Comprising of academic and professional staff, the Centre for Education and Innovation (CEI) is an integral link between ACU's directorates, schools, and faculties, providing a centralised support service for all learning and teaching processes and resources. The CEI oversees the implementation of university wide initiatives in all learning and teaching matters, including all learning and teaching policies and technologies. The CEI is also responsible for developing and implementing the ACU Online pedagogy and delivery and monitoring its performance at the course and unit level as well as implanting ACU Thrive, the universities commencing student signature pedagogy which requires direct links with all portfolios of the university. CEI also implements and manages the ACU Higher Education Learning and Teaching Academy (HELTA) which is both an externally and internally professional learning institute for learning and teaching at ACU.

The Centre's key priority is to enable high-quality student learning experiences by providing services and strategic direction in relation to:

- Initiate, deliver, monitor and evaluate all pedagogies
- Learning experience design and learning technologies
- Student engagement and success
- Quality assurance and academic integrity
- Academic skills development in students
- Academic development, with emphasis on curriculum and professional learning.
- Educational Analytics
- ACU Studios
- ACU Online
- HELTA (Higher Education Learning and Teaching Academy)
- ACU Thrive
- ACU Learning and Teaching Projects and Government Grants

POSITION PURPOSE

The position supports the Academic Integrity Compliance and Review Officer in the effective administration of alleged academic misconduct cases, ensuring a consistent, fair and transparent process across all faculties and disciplines, ensuring in confidence when required. It provides process and system support to Academic Integrity Officers (AIOs) and Lecturers-In-Charge in consultation with Academic Lead, Academic Integrity & AI.

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
<p>Provide effective and proactive administration support to ensure a consistent and equitable approach to administrative processes across all stages of Academic Integrity case management. Including:</p> <ul style="list-style-type: none"> • Maintain accurate and timely records within Student Academic Misconduct Management System (SAMMS) • Draft, review and finalise student correspondence, including emails, formal letters (using approved templates) with a focus on accuracy, clarity and tone appropriate to the nature of academic integrity matters. • Ensure compliant document retention and recording keeping within Student System (Banner) • Monitor and respond to all internal and external queries within Academic Integrity Inbox, ensuring timely, professional and consistent communication 	<p>The position contributes to activities; outcomes and goals; that are implemented and have impact across the University</p>
<p>Undertake the student mandatory education process via SAMMS, including student account set up, reminder notifications, queries management and accurate record keeping. Ensure all actions comply with relevant academic integrity policy and maintain oversight to support timely and consistent student engagement.</p>	<p>The position contributes to activities; outcomes and goals; that are implemented and have impact across the University</p>
<p>Provide process and systems support to Academic Integrity Officers (AIOs) and Lecturers-In-Charge (LICs) in line with policy and procedures. Refer active cases and appeals to appropriate AIO's as required, with escalation to the National Manager, OCEI and Academic Lead, Academic Integrity & AI when necessary. Support is delivered proactively and professionally to ensure consistent practice across all faculties.</p>	<p>The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit</p>

Responsibility	Scope
Proactively contribute to the analysis and reporting of academic misconduct data, including creating reports within SAMMS, collecting case data and drafting and proof reading of requested reports.	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit
Support Academic Integrity Team Leader, National Manager, CEI and Academic Lead, Academic Integrity in the delivery of adhoc Academic Integrity projects and initiatives. Contribute to planning, implementation, and resources development as required.	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University
Promote a culture of service excellence and continuous improvement. Facilitate positive and professional working relationships with key stakeholders and clients (internal and external), including faculty based Academic Integrity Officers, LIC's, Student Administration, Student Policy and Appeals and key academic and professional staff.	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University

HOW THE ROLE OPERATES

The position will need to follow clear established procedures and is not required to review and suggest changes to current processes
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:	<ul style="list-style-type: none"> • Qualification - Relevant tertiary qualification or an appropriate combination of professional training and relevant work experience. • Skill - Comprehensive IT skills, including use of enterprise systems, administering databases and working knowledge of Microsoft Office Suite. • Skill - Ability to use initiative, high degree of accuracy, to exercise good judgement, and to deliver quality outcomes, with the ability to act with discretion and sensitivity and to maintain confidentiality. • Skill - Proven ability to deliver tasking against strict deadlines and to work proactively, productively and constructively in a team environment. • Skill - Demonstrated high level of written, oral and interpersonal communication skills, with the ability to collaborate effectively with various stakeholders across the university. • Knowledge - Demonstrated ability to interpret policies, and
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	procedures to provide accurate and timely information on Academic Integrity.
Core Competencies:	<ul style="list-style-type: none"> • 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.

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>

