

## POSITION DESCRIPTION

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|-----------------------------|----------------------------------|------------------------|-------------|
| <b>Position Title</b>       | Team Leader                      |                        |             |
| <b>Organisational Unit</b>  | Faculty of Health Sciences       |                        |             |
| <b>Functional Unit</b>      | National School of Allied Health |                        |             |
| <b>Nominated Supervisor</b> | National Head of School          |                        |             |
| <b>Classification</b>       | HEW 7                            |                        |             |
| <b>CDF Level</b>            | CDF2L                            | <b>Position Number</b> | 10613133    |
| <b>Attendance Type</b>      | Full Time                        | <b>Date reviewed</b>   | 18-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 FACULTY OF HEALTH SCIENCES**

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The Faculty of Health Sciences comprises three schools:

- Allied Health
- Behavioural and Health Sciences
- Nursing, Midwifery and Paramedicine

There are currently approximately 14,000 students (EFTSL) and 520 (FTE) staff in the faculty under the disciplines: occupational therapy, speech pathology, social work, exercise science, exercise physiology, nutrition science and dietetics, biomedical science, nursing, midwifery, paramedicine, digital health, physiotherapy, psychology and public health. The Faculty is represented across seven ACU campuses.

The Faculty's research broadly addresses the Future Healthcare Worker, Health across the Lifespan, and Human Performance, with some of our current research focused on Cardiovascular Disease, Metabolism, Health Services Research, Nutrition, Sports Performance and Rehabilitation, Psychology, and Mental Health.

An expanding portfolio of postgraduate courses is also available in coursework and research. Many postgraduate courses within the Faculty have been developed in conjunction with industries to meet specific needs of the professions and industry. Some postgraduate units are offered in flexible learning mode by online study. All students have professional and clinical experience that is supervised by specially qualified practitioners. Catholic hospitals and other public, private and specialty organisations, as well as schools and the health and sports industry, are involved with preparing for, promoting, and offering this valued and essential experience.

The goals of the Faculty are closely linked to and emanate from the Mission of the University. The areas of achievement by the Faculty include the key areas of teaching and learning, research and scholarship, community engagement in addition to specific objectives regarding internationalisation, quality and resource management. It has well-established procedures for evaluating performance and ensuring quality which involve students and representatives of the various statutory registration authorities and professional organisations, as well as recent graduates and employers.

Further information about the Faculty can be found at:

<https://www.acu.edu.au/about-acu/faculties-directorates-and-staff/faculty-of-health-sciences>

## **ABOUT THE NATIONAL SCHOOL OF ALLIED HEALTH**

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The National School of Allied Health is located on six of the University's campuses: Brisbane, Strathfield, North Sydney, Canberra, Melbourne and Ballarat and is responsible for delivery of programs in four professional disciplines:

- Occupational Therapy
- Speech Pathology
- Physiotherapy
- Social Work / Human Services

Further information about the School can be found at: <https://www.acu.edu.au/about-acu/faculties-directorates-and-staff/faculty-of-health-sciences/school-of-allied-health>.

The School welcomes Aboriginal and Torres Strait Islander staff, students, and community perspectives in our commitment to culturally responsive classrooms and culturally safe environments. Substantial work has been undertaken over the last 10 years to embed Aboriginal and Torres Strait Islander ways of knowing, being, and doing in curricula, as well as to build cultural capability and responsiveness in staff. Our aim is to create sustained working and teaching environments where Aboriginal and Torres Strait Islander students, cultural mentors and academics can thrive. Underpinning this work is a strong ongoing focus on community engagement both within and external to ACU to truly privilege the voices of Aboriginal and Torres Strait Islander People within co-design, delivery, and evaluation of all of the School's activities. Support to undertake cultural activities is available and encouraged within the school, faculty and university for Aboriginal and Torres Strait Islander applicants.

## **POSITION PURPOSE**

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The purpose of this position is to provide administrative leadership and organisational functionality and flexibility in relation to the administrative operations and day-to-day business of the School of Allied Health. In particular, the position will provide leadership to the administrative staff and functions related to the processes involved in course administration, staffing administration, promotion and profiling of the School, resource administration as well as various undertakings of the School's operations.

## **KEY RESPONSIBILITIES**

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### **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.

| <b>Responsibility</b>  | <b>Scope</b>   |
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| Develops, manages and evaluates the effectiveness and quality of all student and academic support processes particularly those related to the School administration, and stays informed of key School situational elements. Contributes to School-initiated projects which are aimed at enhancing the quality and effectiveness of its administrative outcomes. Implements quality improvement strategies from reviews of administrative procedures and systems. | The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit |
| Manages the administrative team in the school in collaboration with the Head of School, including responsibility for recruitment; performance management; assessing and meeting training and development requirements and leave management.  | The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit |
| Formulates a yearly work plan/calendar for all general administrative and academic administrative tasks, noting directorate interaction, requirements, and timelines. Coordinates workload and workflow of administrative services to effectively manage and maintain working knowledge of all services and acts to prioritise and plan workload for peak periods.   | The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit |
| Provides support for academic recruitment activities including preparation of recruitment documentation and oversees the administration of the recruitment process.  | The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit |
| Supports the Head of School, senior leadership within the School and Faculty Finance Team on planning and forecasting for sustainable practices in School budget preparation, including casual staffing, monitoring income and expenditure, preparation of financial reports and assistance in the preparation of business proposals.  | The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit |
| Oversight and administration of School purchasing activities in conjunction with the Head of School, including oversight of purchasing or leasing of office equipment, computer equipment, travel and accommodation and coordination of required repairs/maintenance as well as administration and maintenance of the fixed assets register.   | The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit |
| Oversees data collection and records management from various sources for areas including, but not limited to, student enrolment numbers, special cohorts, research   | The position mainly contributes to activities; outcomes and goals within   |

| <b>Responsibility</b>  | <b>Scope</b>   |
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| students, staff research activities (DEST collection), conference leave and attendance, and other data collection requirements necessary to inform strategic and operational decision making or events such as the Accreditation and School reviews. | the faculty/directorate/organisational unit  |
| Oversight of the preparation of School information relating to School and Faculty Committees including high level support to the School's Senior Executive meeting.  | The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit |
| Supports the Head of School, senior leadership within the School and Faculty Governance Team in the preparation of major School documentation (e.g., Course Proposals, Course Review, Accreditation etc).  | The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit |
| Act as a liaison between academic and professional staff in the School and between the School and staff in the central administrative units for the purposes of resolving conflict, addressing issues of concern and providing advice.               | 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 will have the freedom to implement changes to policies; processes and procedures based on their expertise.                              |
| 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 manages the overall operations; budget and/or strategic direction for a functional unit.  |

## SELECTION CRITERIA

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| <b>Qualifications, skills, knowledge and experience:</b> | <ul style="list-style-type: none"> <li>• Qualification - A relevant tertiary qualification or equivalent education, training and/or relevant experience together with substantial experience and high performance in an administrative related function of a public or private sector organisation.</li> <li>• Skill - Strong leadership, management and supervisory skills including proven experience in or capacity to contribute to the activities of a work group providing a range of services, to create a climate in which staff want to do their best.</li> <li>• Skill - High level analytical and problem resolution skills and an understanding of policy development and implementation enabling the incumbent resolve issues and/or give pertinent advice.</li> <li>• Skill - Demonstrated initiative with a high level of attention to detail and capacity to prioritise tasks and meet deadlines with the ability to work well in a higher pressured</li> </ul> |
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|  | environment.<br>• Skill - Demonstrated relevant computer skills at an advanced level, including database management, high proficiency in word processing software, and high proficiency in spreadsheet software  |
| <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>• Keep stakeholder interest at the core of ACU business decisions and ACU service excellence as a top priority.</li> <li>• Work collaboratively internally and externally to ACU to capitalise on all available expertise in pursuit of excellence.</li> <li>• Coach and develop self and others through setting clear expectations, managing performance and developing required capabilities to establish a culture of learning and improvement.</li> <li>• Plan work activity, prioritise time and resources using established ACU processes and technology to achieve optimum efficiency and effectiveness.</li> </ul> |
| <b>Essential Attributes:</b>                             | 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.   |
| <b>Working with Children and vulnerable adults check</b> | 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>

