

POSITION DESCRIPTION

Position Title	School Administrator		
Organisational Unit	Faculty of Law and Business		
Functional Unit	PSH Law & Business and Theology & Philosophy		
Nominated Supervisor	Team Leader		
Classification	HEW 5		
CDF Level	CDF1	Position Number	10612343
Attendance Type	Full Time	Date reviewed	12-AUG-2024

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
- Provost and Deputy Vice-Chancellor (Academic)
- Chief Operating Officer and Deputy Vice-Chancellor
- Deputy Vice-Chancellor (Research and Enterprise)
- Deputy Vice-Chancellor (Education)
- Vice President and Director (Mission and Identity).

ABOUT THE FACULTY OF LAW AND BUSINESS

The Faculty of Law and Business was established on 1 January 2014 following the merger of the former Faculty of Business and Thomas More Law Academy. Consisting of two key schools, the Peter Faber Business School and the Thomas More Law School, the Faculty provides both undergraduate and postgraduate degree programs across a range of business disciplines and law.

The Faculty is staffed by a dedicated, nationally and internationally recognised team of academics whose teaching is supported by their active involvement in relevant industries, professional industries, professional associations or links to eminent international business and law schools, as well as their research. Teaching staff have an established research record with a commitment to conducting research in areas aligned with the broad values of the University mission as well as innovative industry led projects.

Students are valued as individuals and teaching staff are directly involved with students' learning journey from prospective student to alumni. The Faculty aims to equip graduates with the necessary skills to become leaders, not only in their chosen profession, but in the community. We emphasise the ethical, social and environmental responsibilities of the modern business leader and lawyer, with all our courses having a strong practical component through community engagement, pro bono work and internships.

POSITION PURPOSE

The School Administrator provides effective course, student and academic administrative support to the schools and effective communication processes between schools, faculty, and other departments of the University, including initiating and coordinating administrative workflow within University timelines. The role includes being the first point of contact for student and visitor enquiries and requires knowledge of university policies and procedures relevant to the functioning of each School.

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 high level, effective course administration and communication processes between the Schools, Faculty, all Student Administration Divisions, Global Education Pathways, Office of Digital Education, all Directorates, external agencies and our students. This administration and communication includes:</p> <ul style="list-style-type: none"> • Student matters, ranging from admission/enrolments, academic progress and exams, through to course completion and graduation; • Preparation of sessional employment contracts and other employment related documentation for each teaching period; • On-boarding new staff; • Develop, manage and maintain effective, efficient and appropriate record management systems. • Arrange Campus meetings and assist with School events as required. 	<p>The position contributes to activities; outcomes and goals; that are implemented and have impact across the University</p>
<p>Provide support to the Timetable process, including responsibility for data collection, unit requirements, staff availability, programs of study and submission of change requests in consultation with Deputy Heads of School/ Head of Discipline.</p>	<p>The position contributes to activities; outcomes and goals; that are implemented and have impact across the University</p>
<p>Provide timely and effective policy and regulation advice to students within the scope of the position and refer students to Course Coordinators as appropriate.</p>	<p>The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit</p>
<p>Provide high level, effective administration support and dissemination of information regarding University Policies and Procedures as required by the School Leadership team.</p>	<p>The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit</p>
<p>Undertake administration of campus purchasing activities overseen by the Team Leader and/or appropriate members of the School Leadership Team, including office stationery, and ordering and tracking/stocktaking of leased computer equipment.</p>	<p>The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit</p>
<p>Undertake any other work as directed by the Team Leader within the scope of the role.</p>	<p>The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit</p>

HOW THE ROLE OPERATES

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 - A relevant tertiary qualification or equivalent education, training and/or relevant experience. • Skill - Demonstrated ability to act with discretion and sensitivity and to maintain confidentiality. • Skill - Demonstrated ability of attention to detail and accuracy with the ability to prioritise tasks and work within tight timeframes. • Experience - Evidence of well-developed interpersonal skills and clear and concise written communication skills, excellent attention to detail and project management skills. • Experience - Experience in contributing to events such as Open Days, Orientation programs for new students and sessional staff and secondary school University Experience programs. • Knowledge - High level of computer literacy and advanced user knowledge in Outlook, Microsoft Office Suite and others as appropriate.
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. • 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>

