

POSITION DESCRIPTION

Position Title	National Manager, Indigenous Strategy and Operations		
Organisational Unit	First Peoples Directorate		
Functional Unit	First Peoples Directorate		
Nominated Supervisor	Pro Vice-Chancellor (Indigenous)		
Classification	HEW 10		
CDF Level	CDF2M	Position Number	10609187
Attendance Type	Full Time	Date reviewed	02-OCT-2024

ACU considers that being Aboriginal or a Torres Strait Islander is a genuine occupational requirement for this position under s 42 of the Discrimination Act 1991 (ACT)/ s 14 of the Anti-Discrimination Act 1977 (NSW), s 25 of the Anti-Discrimination Act 1991 (Qld)/ sub-s 56(2) of the Equal Opportunity Act 1984 (SA)/ sub-s 26(3) or s 28 of the Equal Opportunity Act 2010 (Vic.). The position is therefore only open to people who identify as Aboriginal and Torres Strait Islander.

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
- Deputy Vice-Chancellor (Research and Enterprise)
- Deputy Vice-Chancellor (Education)
- Vice President and Director (Mission and Identity).

ABOUT FIRST PEOPLES DIRECTORATE

The First Peoples Directorate incorporating Indigenous Higher Education Units is responsible for Aboriginal and Torres Strait Islander education outcomes, to provide leadership in:

- Facilitating success of current Aboriginal and Torres Strait Islander students
- Engagement with prospective Aboriginal and Torres Strait Islander students
- Building sustainable partnerships with Aboriginal and Torres Strait Islander communities
- Developing cultural competency across ACU
- Embedding First Peoples' perspectives in curriculum and research
- Enabling culturally safe environments to enhance the belonging of Aboriginal and Torres Strait Islander peoples

The First Peoples Directorate focus exclusively on First Peoples strategic leadership aligned with current higher education sector practices. This focus includes the progress the implementation of the ACU Reconciliation Action Plan and the Cultural Capability Strategy that underpin the University's commitment to improving educational outcomes for Aboriginal and Torres Strait Islander people.

POSITION PURPOSE

The position of National Manager, Indigenous Strategy and Operations is responsible for managing and overseeing a wide range of senior administrative and operational services nationally for the Office of the Pro Vice-Chancellor (Indigenous). This includes human resources management, policies, communications, management information, governance, program management and financial management to ensure consistency in programs and processes and drive successful student outcomes.

The position will provide high-level support to the Pro Vice Chancellor (Indigenous) to ensure the efficiency of the Office of the PVIC and the business functions of Indigenous Higher Education Units (IHEUs) and Aboriginal and Torres Strait Islander Programs funded under the Indigenous Student Success Program (ISSP).

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>Strategic Planning</p> <p>Significantly contribute to the OPVCI strategic and operational plan ensuring that the development and review of priorities and resources align with the university's strategic direction.</p> <p>Lead and manage key initiatives within the OPVCI, driving the successful implementation enabling plans that promote Aboriginal and Torres Strait Islander Student success.</p>	<p>The position contributes to activities; outcomes and goals; that are implemented and have impact across the University</p>
<p>Project Management</p> <p>Lead the successful delivery of strategically significant projects by:</p> <ul style="list-style-type: none"> • Representing the Pro Vice-Chancellor (Indigenous) on multi-representative, university-wide projects and initiatives. • Driving key projects for both the OPVCI and the university. • Leading project teams to address complex and vital, multi-dimensional issues. <p>In executing strategic projects:</p> <ul style="list-style-type: none"> • Develop and implement comprehensive project management plans to ensure timely and effective project delivery. • Collaborate effectively with key stakeholders, providing expert advice on all project related matters. • Coordinate, facilitate and report on the activities of working groups across the university as needed. • Develop and communicate OPVCI initiatives across the university. • Develop strong partnerships with key university 	<p>The position contributes to activities; outcomes and goals; that are implemented and have impact across the University</p>

Responsibility	Scope
stakeholders and external entities stakeholders such as Church, government, education and funding body representatives.	
Strategic Advice and Business Support Provide evidence-based advice to the Pro Vice-Chancellor (Indigenous) and the Deputy Vice-Chancellor (Education), delivering strategic recommendations on policy and strategy.	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit
Oversee administrative and reporting functions for OVPCI, in partnership with the Education & Vice-President Professional Services Hub, to ensure seamless management of financial and human resources responsibilities including: <ul style="list-style-type: none"> • Management of multiple budgets. • Oversight of day-to-day financial processing. • Monitoring revenue and expenditure streams ensuring alignment with project/initiative parameters acquittals and regular reporting. 	The position mainly contributes to activities; outcomes and goals within their immediate team or work unit
Provide the Directorate with expert guidance on compliance, maintaining robust financial controls and procedures. Human Resources management responsibilities include: <ul style="list-style-type: none"> • Recruitment • Performance management • Compliance • HR matters • Administration of policies and systems. 	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University
Manage the Indigenous Student Success Program (ISSP) and Away from Base (AFB) government-funded programs in accordance with government and university requirements. This includes: <ul style="list-style-type: none"> • National administration • New programs for AFB development • Budget management • Monitoring and reporting • Compliance • Procurement • Quality assurance of data • Study Assistance. 	The position mainly contributes to activities; outcomes and goals within their immediate team or work unit
Lead strategic and operational communications by: <ul style="list-style-type: none"> • Supporting the creation and execution of communication plans. 	The position contributes to activities; outcomes and goals; that are

Responsibility	Scope
<ul style="list-style-type: none"> Overseeing the development, implementation and compliance of the OPVCI web page, ensuring it remains current, relevant and effectively promotes both OPVCI and ACU initiatives. 	implemented and have impact across the University
<p>Stakeholder and Relationship Management Represent the OPVCI in the development of university-wide policies and procedures, as required.</p> <p>Communicate effectively with both internal and external stakeholders, promoting informed collaboration on the development and achievement of OVPCI's strategic priorities.</p> <p>Build and maintain strong working relationships with senior staff across the university to advance the objectives of the OPVCI.</p>	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University
<p>Leadership and Development of Staff Provide leadership, direction and support to the OVPCI team, fostering a culture of high performance.</p> <p>Enhance individual and team capabilities by providing coaching, professional development, and constructive performance feedback to ensure readiness for current and future challenges.</p> <p>Empower staff to take ownership of their roles by promoting autonomy transparency and effective knowledge sharing.</p>	The position mainly contributes to activities; outcomes and goals within their immediate team or work unit

HOW THE ROLE OPERATES

The position manages complex; difficult or challenging matters/issues/tasks on a regular basis; These matters are often impacted by internal/external factors (technical; policies and procedures; industrial; funding; academic).
The position is expected to demonstrate critical thinking to make recommendations; to meet changing demands; and provide business aligned solutions.
The position will need to influence and win the support of others to achieve mutually beneficial outcomes.
The position manages a geographically dispersed team.

SELECTION CRITERIA

Qualifications, skills, knowledge and experience:	<ul style="list-style-type: none"> • Qualification - Identification as Aboriginal or Torres Strait Islander. Australian Catholic University considers that being of Aboriginal or Torres Strait Islander origin is a genuine occupational qualification for this role. • Qualification - Postgraduate qualifications in a related field and significant experience in strategy and policy development or equivalent experience and qualifications. • Experience - Extensive experience in successfully delivering and managing complex projects, ensuring alignment with objectives, timelines, and stakeholder expectations. • Experience - Proven experience, with a strong track record of managing relationships with a diverse range of stakeholders to achieve positive outcomes. • Experience - Proven experience in management and leadership, with a demonstrated ability to inspire teams, drive performance, and achieve organisational goals. • Experience - Extensive experience in budget management, including the ability to plan, monitor and allocate resources effectively to meet financial objectives. • Knowledge - Demonstrated ability to use data analytics to inform decision making; ability to analyse issues and identify courses of action (including Project Briefs and Plans) at both a strategic and operational level. • Skill - Demonstrated ability to work collaboratively and constructively with a range of internal and external stakeholders, including church, government, business and educational organisations and institutions, students and staff fostering constructive partnerships to achieve shared goal and to contribute innovative ideas and insights to the development of strategic initiatives.
Core Competencies:	<ul style="list-style-type: none"> • 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. • Coach and develop self and others through setting clear expectations, managing performance and developing required capabilities to establish a culture of learning and improvement. • 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:	<p>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.</p>

Working with Children and vulnerable adults check	This role does not require a Working with Children Check.
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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>

