POSITION DESCRIPTION

Position Title	Project Manager (APTT Program)
Organisational Unit	Faculty of Education and Arts
Functional Unit	National School of Education
Nominated Supervisor	Academic Lead
Classification	HEW 8

CDF Level	CDF2L	**Position Number**	10612419
Attendance Type	Full Time	**Date reviewed**	04-OCT-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
- Deputy Vice-Chancellor (Research and Enterprise)
- Deputy Vice-Chancellor (Education)
- Vice President and Director (Mission and Identity)

ABOUT THE FACULTY OF EDUCATION AND ARTS

The Faculty of Education and Arts encompasses two schools - the National School of Education and the National School of Arts and Humanities, and four institutes - the Institute for Positive Psychology and Education; the Institute for Learning Sciences and Teacher Education; the Institute of Child Protection Studies; the Institute for Humanities and Social Sciences, as well as the Australian Centre for the Advancement of Literacy, the Clinic for the Advancement of Literacy, the Ancient Israel Program and the Western Civilisation Program. The faculty is recognised nationally and internationally as a leader in teacher education, and for its rapidly rising profile in the humanities and social sciences, especially in the disciplines of history, politics and sociology.

Operating across our campuses in Ballarat, Brisbane, Canberra, Melbourne, North Sydney, Strathfield, Blacktown and our Rome campus in Italy, the Faculty is home to a lively, multicultural community of more than 12,000 students and offers an engaging program of teaching and research for students and staff. Through its research collaborations, student exchange programs and community engagement initiatives, the faculty also has strong connections with international universities and an array of government, not-for-profit and private organisations.

ABOUT NATIONAL SCHOOL OF EDUCATION

The National School of Education is the largest provider of initial teacher education in Australia with a strong reputation for its high quality, work-ready graduates. Adding to its traditional strengths in early childhood, primary and secondary initial teacher education, the National School of Education's disciplines reflect key strengths in the areas of early childhood, mathematics and literacy education, the arts, science and technology, educational studies, teacher professional practice, assessment, educational leadership, Indigenous education, and wellbeing and inclusive education. These disciplines are evidenced both in the undergraduate programs and through its extensive postgraduate coursework programs with strong enrolments. The School also has a large number of students undertaking higher degree study through its PhD and EdD programs.

LEARNING AND TEACHING
The Faculty of Education and Arts offers highly flexible national, online and multimodal programs where students can discuss, debate and analyse in virtual classrooms. Students have opportunities to address real situations through professional and community experiences. It is recognised not only for its supportive and nurturing learning environment, but also for its ability to prepare graduates who think critically, who are

guided by social justice principles and are highly valued by the professions. Adding to its traditional strengths in primary and secondary teacher education, the education disciplines reflect key strengths in the areas of early childhood, mathematics and literacy education, assessment, educational leadership, religious education and wellbeing and inclusive education. The Arts disciplines prepare graduates to be critical thinkers and global citizens. The disciplines include Creative Arts, Humanities, International Development and Global Studies and the Social Sciences.

POSITION PURPOSE

The Project Manager is responsible for overseeing a significant project focused on the All Points to Teaching (APTT). This role is crucial for ensuring the APTT achieves its objectives to boost employment-based pathways and access to fully funded undergraduate and postgraduate teaching degrees.

Reporting directly to the Academic Lead, the Project Manager will manage the end-to-end delivery of the project, including effective implementation, governance, and operational management. The role will be responsible for managing the project budget, managing a project team, ensuring compliance with governance standards, and providing regular progress updates to stakeholders.

The Project Manager will ensure that milestones, deadlines, and deliverables are met by implementing a strong governance framework and communicating effectively with internal and external stakeholders. This role involves navigating risks and ensuring the project is delivered on time and within budget, contributing to the successful achievement of project objectives.

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
Manage the end-to-end delivery of the project, ensuring all milestones, deadlines, and deliverables are met in alignment with the project plan.	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit
Oversee the project budget, ensuring resources are allocated effectively, expenditures are controlled, and regular financial reports are prepared.	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit
Establish and maintain the project governance framework to ensure effective oversight of project deployment, while ensuring adherence to the university's policies and regulatory requirements.	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit
Coordinate with internal and external stakeholders, ensuring regular communication and reporting on project progress.	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit
Lead and supervise the project team, ensuring effective task allocation and fostering a collaborative team environment.	The position mainly contributes to activities; outcomes and goals within their immediate team or work unit
Identify, assess, and manage project risks, ensuring proactive mitigation strategies are in place to avoid disruptions to project delivery.	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit
Oversee the day-to-day operations of the project, ensuring smooth workflows and timely execution of project tasks and activities.	The position mainly contributes to activities; outcomes and goals within their immediate team or work unit
Ensure accurate record-keeping of all project-related documentation, ensuring compliance with audit and governance requirements.	The position mainly contributes to activities; outcomes and goals within their immediate team or work unit
Prepare and submit regular progress reports on project delivery, budget status, and risk management.	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit

HOW THE ROLE OPERATES

The position seeks commercial opportunities to improve core business to help ACU meet organisational objectives.
The position is expected to demonstrate critical thinking to make recommendations; to meet changing demands; and provide business aligned solutions.
The position seeks and creates business opportunities for the organisation by liaising with a range of external stakeholders.
The position manages a geographically dispersed team.

SELECTION CRITERIA

Qualifications, skills, knowledge and experience:	• Qualification - Postgraduate qualification in a relevant discipline and extensive relevant experience OR an equivalent combination of relevant experience and/or education/training. A project management certification is desirable. • Experience - Proven experience in project management within a complex organisational environment. Experience in the higher education sector or similar organisational settings is desirable. • Skill - Proven ability to manage large projects from initiation through to delivery, including developing and managing project plans, timelines, and resources. Proficiency in project management software and tools. • Experience - Extensive experience in developing and managing project budgets, monitoring expenditures, and preparing financial reports. • Experience - Experience in leading project teams, including task allocation, providing guidance and support, and fostering a collaborative environment where team members are motivated to achieve project goals. • Knowledge - In-depth knowledge of governance frameworks, compliance requirements, and risk management practices relevant to project management. • Skill - Strong skills in coordinating with internal and external stakeholders, ensuring clear, regular communication and reporting. • Experience - Experience in ensuring accurate and comprehensive record-keeping for all project documentation, with the ability to maintain records in compliance with governance and audit requirements.
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. • Understand the business environment in which ACU operates and adopt a university-wide point of view to seize opportunities and improve commercial viability. • Keep stakeholder interest at the core of ACU business decisions and ACU service excellence as a top priority. • 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	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