

POSITION DESCRIPTION

Position Title	Project Officer, Special Projects		
Organisational Unit	Faculty of Education and Arts		
Functional Unit	Learning and Leadership Enterprise		
Nominated Supervisor	Project Coordinator		
Classification	HEW 6		
CDF Level	CDF1	Position Number	10612370
Attendance Type	Part Time	Date reviewed	11-SEP-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 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 PROFESSIONAL SERVICES HUB

The Faculty Professional Services Hub within the Faculty of Education and Arts is a collaborative team comprised of professional staff that deliver Faculty-based services.

The hub's purpose is the integration and collaboration of professional services to ensure a seamless experience for all staff and students. By bringing together our people, resources and expertise, the hub streamlines processes and enhances efficiency in service delivery.

As one of six hubs across the university, the Professional Services Hub plays a vital role in delivering integrated services for ACU. It fosters communication and cooperation between different departments and units, facilitating a cohesive approach to meeting the diverse needs of staff and students alike.

ABOUT LEARNING AND LEADERSHIP ENTERPRISE

The Learning and Leadership Enterprise (LLE) has been established within the Faculty of Education and Arts in order to drive partnership engagement and revenue diversification for the faculty. The LLE fosters innovative lifelong learning opportunities that are evidence-informed by our world class research, student-centred and underpinned by our signature pedagogies which are grounded in the pursuit of building a better society. We offer a range of flexible, co-designed learning opportunities tailored to the needs and interests of both individuals and our industry partners. The LLE supports the development and submission of tenders, as well as the implementation of strategies and programs implemented as a result of successful tenders.

POSITION PURPOSE

The Project Officer, Special Projects contributes to the successful delivery of special projects within Learning and Leadership Enterprise. The role supports the Project Coordinator, Faculty of Education and Arts to manage various projects associated with a major externally grant-funded project.

The position will provide bespoke support to special student cohorts and coordinate logistics associated with teacher professional development projects. Working collaboratively with internal and external stakeholders the role ensures a seamless and positive student and learning experience and contributes to maintaining positive relationships with ACU's external partners.

The Project Officer, Special Projects will be responsible for organising special cohort admissions, managing contracts and invoices, overseeing workshop safety records, arranging consumables, coordinating timetabling, triaging student queries, and ensuring seamless communications with key internal stakeholders.

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
Special cohort admissions support, which includes: Liaising directly with pre-identified enrolling students, partner high schools and the Admissions team to ensure a positive student experience. Acting as first point of contact for Ask ACU queries and resolving issues.	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit
Contracts administration for teachers employed by ACU to deliver workshops. Liaise with partner schools to ensure staffing arrangements are in place. Contracts administration for SimLab session mentors as required. Onboarding new staff	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit
Record management administration, including legal records related to workshop safety compliance. This may include following up with students and Hub teachers to obtain documentation.	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University
Management of student travel stipends process. This includes direct communication with individual students to determine stipend calculation, obtaining invoices from students and	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit

Responsibility	Scope
arrange payment.	
Arrange workshop consumables by liaising with LICs and partner schools, ensuring specific materials are ordered in advance, sent to the partner school, within budget and reconciled.	The position mainly contributes to activities; outcomes and goals within their immediate team or work unit
Process payments by ensuring invoices for special projects are paid via TechOne by designated due dates to maintain positive partner relations.	The position mainly contributes to activities; outcomes and goals within their immediate team or work unit
Manage non-standard timetabling for SimLab sessions within tutorials by communicating directly with students and LICs to determine availability across international time zones.	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit
Triaging student queries while maintaining close communication with the Project Coordinator, Course Coordinators, Lecturers-in-Charge. Ensuring prompt and clear communication with partners and escalating matters as required.	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit
Use initiative to determine the best course of action for ensuring positive student and partner experiences under the guidance of the Project Coordinator. Plan complex tasks and prioritise activities within working hours.	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit
Communicate weekly with Project Coordinator to identify project status and outstanding matters. Work effectively as a part of a team.	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit

HOW THE ROLE OPERATES

The position will need to seek approval from their supervisor before making changes to processes and procedures.
The position is expected to identify and recommend improvements to their supervisor before implementation.
The position will need to influence and win the support of others to achieve mutually beneficial outcomes.
This position does not have managerial responsibilities.

SELECTION CRITERIA

Qualifications, skills, knowledge and experience:	<ul style="list-style-type: none"> • Qualification - A degree with subsequent relevant experience in university administration or an equivalent combination of relevant experience and/or education/training. • Skill - Demonstrated ability to liaise with students and external stakeholders, providing a high level of customer service and positive communications. Experience in managing queries and resolving issues efficiently to enhance the student experience. • Experience - Experience in managing administrative processes related to contracts, including coordination with schools and onboarding new staff. Knowledge of contract management and compliance procedures, particularly for educational settings. • Experience - Demonstrated ability to process payments and manage financial processes, including travel stipends. Strong attention to detail for timely invoice payment, with experience in procurement, budgeting, and reconciliation. • Skill - Demonstrated ability to use initiative in decision-making and planning complex tasks. Proven skills in prioritising and managing activities efficiently within working hours to meet objectives. • Experience - Experience in regular communication with project coordinators and team members. Ability to work collaboratively as part of a team, contributing to effective project management and achieving team goals. • Skill - Demonstrated proficiency in record management, particularly for legal and compliance documentation. Ability to follow up on documentation and ensure accurate record-keeping for workshop safety.
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. • 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. • Plan work activity, prioritise time and resources using established ACU processes and technology to achieve optimum efficiency and effectiveness.
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	<p>This role does not require a Working with Children Check.</p>

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>

