

POSITION DESCRIPTION

Position Title	Course Governance and Partnerships Officer		
Organisational Unit	Faculty of Law and Business		
Functional Unit	Faculty of Law and Business		
Nominated Supervisor	Faculty Manager		
Classification	HEW 7		
CDF Level	CDF1	Position Number	10600325
Attendance Type	Full Time	Date reviewed	03-AUG-2023

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.*

At ACU we pride ourselves on offering a welcoming environment for everyone. At the same time, we are a university committed to standing for something clear. We stand up for people in need and causes that matter. ACU's Mission is central to the University and informs every area – integrating the dignity of the human person, the common good, and ethical and social justice considerations into our core activities of student learning and teaching, research and service.

We are a publicly funded university which has grown rapidly over the past few years. We're young, but we are making our mark: ranking among the top universities worldwide. We have seven campuses around Australia, more than 200 partner universities on six continents, and a campus in Rome, Italy.

We know that our people make us a university like no other. It's your values, action and passion that makes the difference. Whatever role you may play in our organisation: it's what you do that defines who we are.

We value staff, offering excellent leave and employment conditions, and foster work environments where they have the ability to grow and develop. We continue to invest in our facilities and workplaces, and actively involve staff in shaping the future direction of the organisation.

Each portfolio consists of several Faculties, Research Institutes or Directorates. The Vice President drives both the Identity and the Mission of the University. In addition, Campus Deans focus on the University's local presence and development of the University at the local 'campus' level. For further information about the University please refer to the Organisation Chart.

All our staff contribute to the achievement of our goals set out in the Strategic Plan 2020-2023 and aim to provide high quality services with a strong focus on service excellence. Several frameworks and standards also express the University's expectations of conduct, capability, participation and contribution of staff.

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 Courses Governance and Partnerships Officer (CGPO) provides high level advice and administrative support to ensure excellence, quality assurance and effective governance of academic programs in the Faculty. The position is accountable for providing high level advice to Faculty Academic and professional Staff on a range of course governance processes, guidelines and policies but not limited to course development, course review, minor and major changes to curriculum improvement(s) and accreditation of courses.

The CGPO also supports Faculty leadership in development, maintenance and relationship support for partnerships and articulation agreements, both domestic and international, coordinates RPL processes within the faculty, and is Executive Officer to the Faculty Internationalisation and Partnership Committee.

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 Strategic Plan 2020-2023](#)
- [Catholic Identity and Mission](#)
- [ACU Capability Development Framework](#)
- [Higher Education Standards Framework](#)
- ACU Service Delivery Model
- ACU Staff Enterprise Agreement including provisions in relation to Performance Excellence and Academic Career Pathways.
- [ACU Staff Reconciliation Action Plan](#)

The [Capability Development Framework](#) in particular is important in understanding the core competencies needed in all ACU staff to achieve the University's strategy and supports its mission.

Responsibility	Scope
<p>Provide high level support to Faculty committees where required, sharing the duties with the Faculty Governance Officer, such as Course Development Committees by:</p> <ul style="list-style-type: none"> • Course major and minor changes developed in the Course Management System (CMAS) in consultation and collaboration with Heads of School and Discipline Leads. • Liaise with the relevant Schools to advance and complete this process. • Management of course documentation for integrity and retrieval. 	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit
<p>Coordinate approval and renewal process for international and domestic institutional articulation agreements by building relationships and liaison with external organisations and internal stakeholders, prepare agreements, coordinate flow of correspondence and documents, according to established policy and process.</p>	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit
<p>Manage the administration of articulation and partnership agreements, including using the Educational Partnerships Register, support credit mapping.</p>	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit
<p>Coordinate the Faculty's Internationalisation and Partnerships Committee, including scheduling meetings, preparing papers and distributing and following up on action items.</p> <p>Provide advice to the committee on partnerships and agreements.</p>	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit
<p>Coordinate recognition of prior learning applications:</p> <ul style="list-style-type: none"> • Communicate with and distribute applications to Course Coordinators and School Administrations for RPL and credit assessments. • Assist in different projects across the Faculty as required. 	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit
<p>Create positive and professional working relationships with key stakeholders and clients, both internal and external, ensuring confidence in and enhancement of the reputation of the Faculty.</p>	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit
<p>Develop and draft processes to create efficiencies within the office, especially technology-based solutions, and contribute to continuous improvement in the area.</p>	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit
<p>Other duties as required by the supervisor, as appropriate for the role's level.</p>	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit

HOW THE ROLE OPERATES

<p>The position will need to seek approval from their supervisor before making changes to processes and procedures.</p>
<p>The position is expected to identify and recommend improvements to their supervisor before implementation.</p>

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 and/or substantial relevant experience. • Skill - Demonstrated high level of written communication skills including preparation and editing of draft documentation applying careful attention to detail. • Skill - Well-developed research, analytical and problem-solving skills including the ability to review documents and policies of a complex nature and contribute to policy and procedure development. • Skill - Proficiency in a range of computer applications such as Word, Excel, and PowerPoint, SharePoint and web-based applications including student administration systems. • Experience - Demonstrated high level of organisation and time management skills, including the ability to take on numerous diverse tasks within a specified timeframe. • Experience - Demonstrated strong interpersonal skills for effective communication with a wide variety of personal at different levels of seniority. • Experience - University, education and/or government experience required; and previous governance and/or policy management experience highly desirable.
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. • 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. • 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:	<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>

