

POSITION DESCRIPTION

Position Title	Executive Officer		
Organisational Unit	Campus Leadership		
Functional Unit	Campus Dean (Strathfield)		
Nominated Supervisor	Campus Dean (Strathfield)		
Classification	HEW 6		
CDF Level	CDF1	Position Number	10600724
Attendance Type	Part Time	Date reviewed	29-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).

POSITION PURPOSE

The Executive Officer provides high level executive and administrative support to the Campus Dean. This is provided in the context of understanding University priorities, exercising appropriate judgment and discretion, coordinated management of administration, communication and workflow as well as dealing with a diverse range of stakeholders both internal and external. The position ensures the efficient operation of the Campus Dean's office on a day-to-day basis.

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
Provide high level administrative support to the Campus Dean based on an understanding of current priorities. Responsibilities include: <ul style="list-style-type: none"> • Diary and travel management; • Management of incoming enquiries – from initial enquiry to completion – referring or escalating as appropriate; • Prepare, edit, proof-read and send documentation/communication on behalf of the Campus Dean; • Prepare reports and advice for the Campus Dean on a range of matters; • Sourcing, extracting, collating and presenting data to support decision making of the Campus Dean; • Supporting the organisation of meetings for the Campus Dean. Preparing agendas and related documentation. 	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University
Coordination of local events by: <ul style="list-style-type: none"> • Facilitating and overseeing the organisation of local campus events; • Liaising with Office of the Vice-Chancellor and President, Marketing and External Relations and other business units to assist with major events as required; 	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University

Responsibility	Scope
<ul style="list-style-type: none"> Acting as a point of contact for guests, visitors or enquiries in relation to Campus events including Open Day, Orientation and other major University events, in conjunction with the relevant business unit; Provide local input into University and Campus annual calendars. 	
Manage office related financial matters by: <ul style="list-style-type: none"> Coordinating documentation requiring approval including invoices, expenses and credit card reconciliation; The procurement of hardware, software, stationery and other office requirements (consistent with ACU policies). 	The position mainly contributes to activities; outcomes and goals within their immediate team or work unit
Establish and maintain frameworks and protocols within the Office of the Campus Dean that support efficient, standardised processes and work practices to enhance accuracy, timeliness and presentation of work and ensuring compliance with ACU policy and procedures.	The position mainly contributes to activities; outcomes and goals within their immediate team or work unit
Build and maintain positive working relationships with internal and external stakeholders both internal and external including Church, Government, education and business organisations, students and staff.	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University
Liaise with Office of Campus Leadership, Director and Program Officer as required.	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit
Other ad hoc administrative support duties appropriate to the level of this position as requested by the Campus Dean.	The position mainly contributes to activities; outcomes and goals within their immediate team or work 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 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 - Relevant tertiary qualification(s) and/or extensive experience in a relevant administrative field. • Skill - Excellent oral, written and interpersonal communication skills with strong attention to detail and time management and a focus on client service. • Experience - Demonstrated experience in coordinating high level activities and support high level roles with administrative and financial functions. • Knowledge - High level of computer literacy and advanced user knowledge of Outlook and the Microsoft Office Suite including the capacity to use databases and corporate systems. • Skill - Ability to use initiative and demonstrated capacity to handle complex tasks while exercising good judgement. • Skill - Demonstrated ability to act with discretion and maintain confidentiality.
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. • Display openness and resilience, inspire others to change and act to make change happen with ACU's strategic goals and Mission at the heart of all outcomes. • 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. • 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>

