

POSITION DESCRIPTION

Position Title	Academic Lead, Indigenous		
Organisational Unit	Education Portfolio		
Functional Unit	Education Portfolio		
Nominated Supervisor	Pro Vice-Chancellor (Indigenous)		
Career Pathway	Leadership and Service		
Classification	Academic Level C		
CDF Level	CDF1	Position Number	10612396
Attendance Type	Part Time	Date reviewed	19-SEP-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 and Deputy Vice-Chancellor
- Deputy Vice-Chancellor (Research and Enterprise)
- Deputy Vice-Chancellor (Education)
- Vice President and Director (Mission and Identity).

ABOUT THE EDUCATION PORTFOLIO

Aligned with ACU's mission, the education portfolio makes a major contribution to the Catholic commitment to education.

The portfolio prides itself on placing the whole person at the centre of its strategies and working to deliver the best possible experience and outcomes to our students. Student wellbeing and sense of belonging are key to the portfolio's engagement.

By providing a learning environment that emphasises growth of the whole person, we equip our learners with the knowledge, skills and confidence to thrive in an interconnected and changing world. This helps our students not only with career prospects, but with their personal search for truth and meaning and their contribution to the common good.

The education portfolio is responsible for the university's approach to contemporary education performance and student-centred, evidence-based teaching practices. This enables high-quality, engaged, supportive, flexible and accessible learning experiences for our diverse student cohorts and across diverse learning environments, including physical as well as online learning spaces.

The education portfolio includes the Centre for Education and Innovation, the university's flagship resource for learning design, academic support and innovation in both curriculum and pedagogy, as well as the student administration, student experience, First Peoples (headed by the Pro Vice-Chancellor Indigenous) and libraries directorates.

The portfolio as a whole assists and supports our students with every facet of their development at ACU; covering the full student experience lifecycle from application, to student success, retention, graduation, career destination and postgraduate study years. To deliver on this, the portfolio works very closely with the academic portfolio, faculties, schools, and academic staff of the university.

POSITION PURPOSE

The Academic Lead (Indigenous) provides academic and research leadership to the Office of Pro Vice-Chancellor (Indigenous) as it relates to ACU Indigenous higher education agenda. The OPVC (Indigenous) is comprised of both academic and professional staff members located across the First Peoples Directorate and Indigenous Higher Education Units across ACU's Campus footprint.

The position provides academic leadership and oversight to activities and projects both led and supported by OPVC (Indigenous). The position plays a key role in determining and setting the strategic approach for ACU's Indigenous higher education agenda and developing the strategic approach and implementation plans. The position will work closely with the Pro Vice-Chancellor (Indigenous) and Project Officer (Indigenous) and staff across First Peoples Directorate and Indigenous Higher Education Units and other staff across the University.

The Academic Lead (Indigenous) will lead the development and maintenance of efficient systems/processes to support developing and evaluating ACU's Indigenous research, education and engagement agendas.

The Academic Lead (Indigenous) will also represent OPVC (Indigenous) at high-level meetings with internal and external stakeholders and participate in various internal committees and working groups. This position will build positive relationships at all levels of the organisation and provide advice to PVC (Indigenous) and senior managers to develop operational aspects of ACU's Indigenous Research, Education and Engagement Agendas. It will also manage the development and delivery of information/training to researchers and associated staff.

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](#)
- [Higher Education Standards Framework](#)
- [ACU Staff Enterprise Agreement 2022-2025](#)
- [ACU Staff Reconciliation Action Plan](#)

The following two frameworks are important in understanding the expectations of an academic position and the required qualifications and capability of a position holder:

- The [Academic Performance Matrices and Evidence Framework](#) which describes the performance standards in areas of academic activity.

- The Capability Development Framework which describes the core competencies needed in all ACU staff to achieve the University's strategy and supports its mission.

All academic staff are allocated workload comprising a range of academic duties/activities that fall within the following three broad areas of academic activity in line with the relevant Academic Career Pathway and Academic Level.

- Teaching
- Curriculum Development and Scholarship of Teaching
- Research
- Academic Leadership/Service

Responsibility	Broad Area of Academic Activity
Build positive relationships at all levels of the organisation, including working with researchers to develop and implement strategies to maximise research impact and collaborating with other areas of the university involved in research translation (e.g., the media and government relations units).	Academic Leadership and Service
Lead the development, implementation and maintenance of efficient administrative and communication systems/processes to collect, enter and analyse information about ACU's research translation and impact.	Academic Leadership and Service
Facilitate knowledge translation and impact in a research priority area/theme, including identifying and mapping ACU research activities and managing on-campus events to support and promote the dissemination of research outcomes to end-users.	Academic Leadership and Service
Represent the Pro Vice-Chancellor (Research Impact) and ACU at high-level meetings with external stakeholders and participate in various internal committees.	Academic Leadership and Service
Be proactive in identifying external grant opportunities to build engaged and impactful research at ACU.	Research
Contribute to the operations of the Research Impact Unit and the Office of the Deputy Vice-Chancellor (Research and Enterprise) as required.	Academic Leadership and Service

SELECTION CRITERIA

<p>Qualifications, skills, knowledge and experience:</p>	<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 - A relevant post graduate qualifications, with relevant experience or an equivalent combination of relevant experience and/or education/training. • Experience - Proven ability to communicate effectively and provide high quality and appropriate support for Aboriginal and Torres Strait Islander peoples. • Experience - Proven ability to contribute positively and work effectively both independently and within a small team to meet deadlines, maintain confidentiality and establish work priorities. • Skill - Proven ability to work as part of a team and independently, setting priorities and managing time effectively to complete multiple simultaneous and complex tasks while working across multiple locations. • Skill - Proven well-developed interpersonal and relationship management skills with the ability to interact with university staff across all levels and with external stakeholders. • Skill - Demonstrated administrative, organisational skills, problem solving and decision-making abilities.
<p>Core Competencies:</p>	<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. • Take personal accountability for achieving the highest quality outcomes through understanding the ACU context, self-reflection, and aspiring to and striving for excellence. • Make informed, evidence-based decisions by sourcing and interpreting University and business information.
<p>Essential Attributes:</p>	<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>

