

## POSITION DESCRIPTION

<b>Position Title</b>	Refugee Program Officer		
<b>Organisational Unit</b>	Global and Education Pathways		
<b>Functional Unit</b>	Global Engagement		
<b>Nominated Supervisor</b>	Associate Director, Strategic Support and Operations		
<b>Classification</b>	HEW 6		
<b>CDF Level</b>	CDF1	<b>Position Number</b>	10612339
<b>Attendance Type</b>	Part Time	<b>Date reviewed</b>	05-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).

## **ABOUT GLOBAL AND EDUCATION PATHWAYS**

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The Global and Education Pathways portfolio is responsible for the development and implementation of the University's strategic priorities in a range of key areas. Driving excellence, through its two Directorates of Global Engagement and Education Pathways, Global and Education Pathways has specific responsibility for the University's Global Strategy, Widening Participation and Student Retention Strategies and Student Veterans Support. Global Engagement has institutional responsibility for realising and achieving University's Global Strategy and for facilitating the university's global engagement activities.

Global Engagement has specific responsibility for the recruitment, admission, and ongoing support of international students at ACU in addition to managing global partnership collaboration, international network coordination and inbound and outbound exchange and study abroad programs. Global Engagement has institutional leadership responsibility for managing and supporting achievement of the university's global goals, plans and aspirations across the three key institutional activities of teaching, research and engagement. Education Pathways is responsible for access, pathways, transition and student experience of commencing domestic and international students across all ACU campuses. The directorate supports a range of ACU institutional strategies and strategic priorities led by the Office of the Provost and the Pro Vice-Chancellor, Global and Education Pathways. Education Pathways leads and supports, participation and success in tertiary education for a range of student cohorts, including equity groups, school and non-school leavers and Student veterans and their families.

Education Pathways has national responsibility for the ACU English Language Centre, Equity and Inclusion, the Foundation Studies Program, the Tertiary Preparation Program (Health Sciences), Diploma Pathway Programs, Diploma of Languages, Student Veteran Services, and Student Experience.

## **ABOUT GLOBAL ENGAGEMENT**

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The Global portfolio is responsible for the development and implementation of the university's strategic priorities in a range of key areas. Driving excellence, through its two Directorates of Global Education and the Rome campus, the Global portfolio has specific responsibility for the university's Global Strategy and Rome Campus Strategy and has institutional responsibility for realising and achieving the university's Global Strategy and for facilitating the university's global education activities.

Global Engagement has specific responsibility for the recruitment, admission, and ongoing support of international students at ACU in addition to managing global partnership collaboration, international network coordination and inbound and outbound exchange and study abroad programs. Global

Engagement has institutional leadership for managing and supporting achievement of the university's global goals, plans and aspirations across the three key institutional activities of teaching, research and engagement.

## POSITION PURPOSE

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The Refugee Program Officer will provide administrative support to the ACU Refugee Scholarship program. This will include the promotion and selection of eligible scholarship recipients, reconciliation of financial commitments, referral of recipients to relevant support services, the development of support programs and liaison with and promotion to external refugee agencies.

## KEY RESPONSIBILITIES

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### 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.

<b>Responsibility</b>	<b>Scope</b>
Coordinate the annual budget for the ACU Refugee Scholarships program, monitor ongoing expenses and reconcile finances annually.	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit
Liaise with scholarship recipients to ensure they are aware of and utilise relevant university support services.	The position mainly contributes to activities; outcomes and goals within their immediate team or work unit
In consultation with university support services coordinate tailored ongoing support programs and activities for scholarship recipients to support retention.	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University
Liaise with refugee agencies to promote the ACU Refugee Scholarships program with relevant stakeholders.	The position mainly contributes to activities; outcomes and goals within their immediate team or work unit
Monitor and advise management of changes to refugee visa categories that may be considered eligible for the scholarship program.	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 requires resilience and adaptability to be able to respond to changes in the sector and business landscape and identify areas of improvement.
The position needs to build relationships with staff across the organisation to perform their duties.
This position does not have managerial responsibilities.

## SELECTION CRITERIA

<b>Qualifications, skills, knowledge and experience:</b>	<ul style="list-style-type: none"> <li>• Qualification - A bachelor degree in a relevant discipline and/or equivalent professional experience in a relevant field.</li> <li>• Experience - Experience working with clients from disadvantaged and culturally diverse backgrounds.</li> <li>• Skill - Demonstrated ability to effectively communicate and establish relationships with a range internal and external stakeholders.</li> </ul>
<b>Core Competencies:</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Keep stakeholder interest at the core of ACU business decisions and ACU service excellence as a top priority.</li> <li>• 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.</li> <li>• Take personal accountability for achieving the highest quality outcomes through understanding the ACU context, self-reflection, and aspiring to and striving for excellence.</li> <li>• Make informed, evidence-based decisions by sourcing and interpreting University and business information.</li> </ul>
<b>Essential Attributes:</b>	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.
<b>Working with Children and vulnerable adults check</b>	This role does not require a Working with Children Check.

## REPORTING RELATIONSHIPS

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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>

