

POSITION DESCRIPTION

Position Title	Project Officer, Course Development		
Organisational Unit	Faculty of Law and Business		
Functional Unit	Peter Faber Business School (Melbourne)		
Nominated Supervisor	Executive Dean of Law and Business		
Classification	HEW 7		
CDF Level	CDF1	Position Number	10612341
Attendance Type	Full Time	Date reviewed	09-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 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.

ABOUT THE PETER FABER BUSINESS SCHOOL

Named after St Peter Faber SJ, the School's mission is to develop reflective business leaders and independent learners who are global in their outlook, ethical in their actions and practical in the application of their professional skills.

Research is a strategic priority for the School and academic staff are expected to publish their scholarly works regularly in journals rated 'A' or 'A*' by the Australian Business Deans Council (ABDC). PFBS staff have published articles in such journals as The Leadership Quarterly, Academy of Management Review, Economic Behaviour and Organisation, Human Factors in Computing Systems, European Journal of Marketing and similar top-tier outlets. The successful candidate is expected to contribute at this level.

The School operates over five campuses (Brisbane, Melbourne, North Sydney, Strathfield and Blacktown) and online and offers a range of undergraduate and postgraduate programs. All programs

are underpinned by the principles of Catholic Social Teaching and the UN Principles of Responsible Management Education. All undergraduate students are required to undertake a unit in community engagement which involves them working directly with not for profit and community organisations.

The School's major undergraduate degree is the Bachelor of Commerce which offers majors in accounting, human resource management, management and marketing. Students may also undertake a variety of minors from within the business disciplines or across faculties. Other undergraduate degrees offered are the Bachelor of Business Administration, Bachelor of IT and Bachelor of Accounting and Finance. The School also offers a range of dual degrees which combine business with other fields of study such as nursing, exercise science and global studies.

At the postgraduate level the School offers the Master of Professional Accounting, Master of IT, Master of Commerce and Master of Business Administration across selected campuses and the Master of Business Administration and Master of Occupational Health, Safety and the Environment online.

In all its endeavours, the Peter Faber Business School benefits from a growing research reputation. The quality of the Business and Management research domain has strengthened substantially, achieving 'world standard' quality assessments in the 2015 and 2018 Excellence in Research Australia (ERA) exercises.

POSITION PURPOSE

The role will coordinate, in collaboration with Heads of Disciplines, Course Coordinators and academics, under the guidance from DHOS and NHOS, the development and launch of the Bachelor of Business (BBus) course within the Peter Faber Business School. This includes responsibility for developing timelines and milestones, as well as organisational and administrative support, and critical and creative thinking and problem-solving in building the course. It also includes supporting completion of the course design, rules and proposal in the Course Management System.

This encompasses the transition plan for existing Business School undergraduate courseware as relevant, liaison with internal stakeholders regarding double degree development and impacted pathway programs, promotional and student recruitment plans, and liaison support to academics with accreditation bodies and industry 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
<p>Provide project management and coordination support to the Project Manager on a range of projects. Specific tasks include:</p> <ul style="list-style-type: none"> • Developing and maintaining project management databases, systems, timelines and operational processes • Coordinating progress of projects to ensure milestones and tasks are achieved within set deadlines • Ensuring project work is implemented in accordance with ACU policies, protocols and governance • Undertake research activities including information sourcing and data collection • Managing, analysing, and interpreting data to facilitate accurate project conclusions • Follow up on actions and coordinate deliverables and outcomes • Update and review templates, models, documentation and project artefacts. 	<p>The position mainly contributes to activities; outcomes and goals within their immediate team or work unit</p>
<p>Ensure the project progresses as planned in terms of tasks and deadlines. Includes identifying potential issues, suggesting solutions and implementing contingency planning.</p>	<p>The position mainly contributes to activities; outcomes and goals within their immediate team or work unit</p>
<p>Effective overall management of course project budget. This includes monitoring and reporting of program and operational costs against the approved budget.</p>	<p>The position mainly contributes to activities; outcomes and goals within their immediate team or work unit</p>
<p>Provide committee support for Project meetings including coordination and circulation of agenda, papers and taking minutes. Follow up on actions required to ensure deadlines are met.</p>	<p>The position mainly contributes to activities; outcomes and goals within their immediate team or work unit</p>
<p>Establish and foster productive relationships with key stakeholders. This includes external accreditation bodies, internal partner Schools for double degrees and other directorates including Global and Education Pathways, Marketing and External Relations, Student Administration and Provost Office.</p>	<p>The position contributes to activities; outcomes and goals; that are implemented and have impact across the University</p>
<p>Maintain records accurately, safely and, where required, confidentially.</p>	<p>The position mainly contributes to activities; outcomes and goals within their immediate team or work unit</p>
<p>Coordinate and oversee course development of the Bachelor of Business for the Faculty of Law and Business,</p>	<p>The position mainly contributes to activities; outcomes and goals within</p>

Responsibility	Scope
including: <ul style="list-style-type: none"> • Provide advice on interpretation of Course Approval Review, Course Suspension and Discontinuation Policy • Develop courses and changes to units within the CMAS system, with review and approval by the academic lead. • Arrange consultation on course changes and provide feedback or arrange feedback by relevant Faculty academics • Liaise with stakeholders to support the build of double degrees, Diplomas and related pathways programs in the CMAS system. <p>Build and coordinate with the Heads of Disciplines and Course coordinators the teach out plans for courses to be replaced by the Bachelor of Business course, including suspension process for commencing students and discontinuation process for continuing students.</p>	the faculty/directorate/organisational unit
Other duties as required by the supervisor, as appropriate for the role level.	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 seeks and creates business opportunities for the organisation by liaising with a range of external stakeholders.
This position does not have managerial responsibilities.

SELECTION CRITERIA

Qualifications, skills, knowledge and experience:	<ul style="list-style-type: none"> • Qualification - Completion of a relevant degree with proven experience providing high level administrative support to senior management in a complex/national organisation; or an equivalent combination of relevant experience and/or education/training. • Skill - Highly developed communication and interpersonal skills to liaise, consult and negotiate effectively with a wide range of people within and beyond the University community, including key stakeholders representing industry professional and accreditation bodies. • Experience - Demonstrated success in gathering, utilising and reporting on data; and competency in
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	<p>Microsoft Office software applications with an ability to navigate online management software.</p> <ul style="list-style-type: none"> • Skill - Excellent report writing skills with the ability to present information professionally in written and graphical form including demonstrated experience in interpreting and writing policy documents. • Experience - Demonstrated capacity to contribute to the development and delivery of projects, including the ability to plan work activity, prioritise time and resources using established processes. • Experience - Demonstrated capacity to contribute to the development and delivery of projects, including the ability to plan work activity, prioritise time and resources using established processes.
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. • 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. • Make informed, evidence-based decisions by sourcing and interpreting University and business information.
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>

