

POSITION DESCRIPTION

Position Title	Elite Athlete and Performer Program Administrative Officer		
Organisational Unit	Student Experience Directorate		
Functional Unit	Elite Athlete and Performer Program		
Nominated Supervisor	Elite Athlete and Performer Program Coordinator		
Classification	HEW 5		
CDF Level	CDF1	Position Number	10609507
Attendance Type	Full Time	Date reviewed	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 THE STUDENT EXPERIENCE DIRECTORATE

The Student Experience Directorate delivers a world-class student experience by creating engaging environments in which students form strong connections with their peers and develop a deep sense of belonging to the vibrant ACU community. The Directorate is aligned to the student journey from an academic, support services and a social perspective, integrating the contact points between the student and the university services, programs and activities students can access throughout their study.

The Student Experience Directorate promotes student engagement in university life, provides opportunities for sport and leadership development, and enables students to develop graduate attributes making them career-ready professionals. The Directorate provides resources for individual cohorts – for example, international students, and elite athletes and performers – and collaborates with other business units such as Campus Ministry and First Peoples, to enable an holistic approach to the student experience at ACU. The Directorate supports ACU's national and campus-based student associations, and student clubs and societies. The Directorate also delivers university-wide initiatives to comply with regulatory and statutory requirements including Student Safety, and Safeguarding Children and Vulnerable Adults. Student experience work units include the Careers and Employability Service, Student Welfare and Counselling, Access and Disability, Safeguarding and Student Safety, Student Accommodation, Sport including the Elite Athlete and Performer Program and ACU Active, Medical Centres, Student Life, Transition, and the Student Advocacy Service. These services support students to achieve their academic and personal goals, and to thrive during their time at ACU and beyond.

ABOUT STUDENT LIFE

As part of the Student Experience Directorate, the Student Life unit delivers vibrant social and sporting programs, events and activities for students. Student Life activities encourage students to engage with each other, participate in life on campus and develop a sense of belonging to an inclusive and diverse community at ACU enhancing students' university experience. The unit provides strategic and practical support for the university's national and campus-based student associations, student clubs and societies, and sport clubs to foster leadership opportunities and enable student-led activities. Student Life helps to deliver welcome events for new and returning students and runs volunteering programs to provide development opportunities and enhance community engagement.

POSITION PURPOSE

The Elite Athlete and Performer Program (EAPP) Administrative Officer is responsible for a range of administrative tasks to support delivery of the Elite Athlete and Performer Program nationally at ACU and assist EAPP students applying for and attending Unisport Australia events. This position will work closely with the EAPP Coordinator to establish systems and processes to support delivery of key support areas to student athletes and performers whilst also acting as a key contact point for current and prospective students.

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
Assist the Elite Athlete and Performer Program (EAPP) Coordinator in the planning, delivery and development of the EAPP. These responsibilities include: <ul style="list-style-type: none"> • Assist with processing EAPP new program applications and re-applications for continuing students. • Suggesting process improvements to assist program efficiencies including applications, scholarship submissions and assessment, results and competition or event tracking. • Communication with prospective and current students. • Ensuring that collateral and marketing tools are current and available at all ACU campus locations. • General administration, ongoing maintenance and operations. 	The position mainly contributes to activities; outcomes and goals within their immediate team or work unit
Seek and maintain accurate records and results of program members, in accordance with the Elite Athlete Education Network and key requirements of the Program. <ul style="list-style-type: none"> • Assist with updating and maintaining students records in the client relationship management system – Elite Athlete Management System. 	The position mainly contributes to activities; outcomes and goals within their immediate team or work unit

Responsibility	Scope
<p>With guidance from the EAPP Coordinator support athletes and performers to balance academic and sporting or performance obligations. This includes support with:</p> <ul style="list-style-type: none"> • Academic needs such timetabling clashes, negotiation of flexible study arrangements, placement options, and exam or assessment deferrals and opportunities for tutoring support. • Admissions requirements including enrolment processes, academic procedures, course guidance and financial assistance. 	<p>The position mainly contributes to activities; outcomes and goals within their immediate team or work unit</p>
<p>Provide high levels of support and service ensuring the EAPP is relational and service driven, while maintaining high levels of sensitivity and confidentiality.</p>	<p>The position mainly contributes to activities; outcomes and goals within their immediate team or work unit</p>
<p>Collaborate with the EAPP Coordinator to identify and utilise all opportunities to grow the EAPP including:</p> <ul style="list-style-type: none"> • Identification of tertiary markets and engagement opportunities through special events and recruitment initiatives. • Establishing relationships with schools nationally to showcase the EAPP and support the transition of student athletes/performers to ACU. • Undertaking school visits to speak with secondary school students and staff about EAPP program benefits and entry pathways. • Working closely with internal networks and student recruitment to increase awareness of and engagement with the EAPP. • Investigating partnership opportunities to assist in the establishment of professional development and support initiatives. 	<p>The position mainly contributes to activities; outcomes and goals within their immediate team or work unit</p>
<p>Track competition and performance schedules and seek content and images to promote achievements of EAPP, and work with communication stakeholders to promote these athletes / performers and the Program.</p>	<p>The position mainly contributes to activities; outcomes and goals within their immediate team or work unit</p>
<p>Liaise with the EAPP Coordinator to provide connections and referrals to additional professional support including medical and mental health services as required.</p>	<p>The position mainly contributes to activities; outcomes and goals within their immediate team or work unit</p>
<p>With guidance from the EAPP Coordinator support athletes and performers in representing ACU in a variety of events and contexts including support of ACU Sport programs, ACU as a University, and special events as required.</p>	<p>The position mainly contributes to activities; outcomes and goals within their immediate team or work unit</p>
<p>Develops and maintains effective working relationships with internal and external stakeholders, including students.</p>	<p>The position mainly contributes to activities; outcomes and goals within their immediate team or work unit</p>

Responsibility	Scope
Perform other duties, commensurate with the level of this position, as requested by the EAPP Coordinator.	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 follow clear established procedures and is not required to review and suggest changes to current processes
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 qualifications and/or demonstrated experience. • Knowledge - Demonstrated knowledge of the elite sporting landscape and strong understanding of the challenges and demands experienced by elite athletes and performers. A thorough understanding of the University environment, student demographics, trends associated with sport, health and wellbeing and the tertiary sector is also valuable. • Skill - Demonstrated ability to plan work activities, prioritise time and resources using established processes, procedures and technologies to achieve optimum efficiency and effectiveness. • Skill - Well-developed interpersonal skills to communicate clearly, listen and respond appropriately to others. • Qualification - Current First Aid certifications (HLTAID001, 002 and 003).
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. • 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. • Coach and develop self and others through setting clear expectations, managing performance and developing required capabilities to establish a culture of learning and improvement. • Take personal accountability for achieving the highest quality outcomes through understanding the ACU context, self-

	reflection, and aspiring to and striving for excellence.
Essential Attributes:	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.
Working with Children and vulnerable adults check	Evidence of the ability to work with children and/or vulnerable adults, and contribute to and protect their safety and wellbeing. The successful applicant of this position will be required to hold a valid working with children clearance for the State or Territory in which the position is located.

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>

