

POSITION DESCRIPTION

Position Title	Academic Skills Advisor (Maths)		
Organisational Unit	Centre for Education and Innovation		
Functional Unit	Academic Skills Unit		
Nominated Supervisor	Manager, Academic Skills Unit		
Classification	HEW 7		
CDF Level	CDF1	Position Number	10601634
Attendance Type	Full Time	Date reviewed	25-JUL-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 CENTRE FOR EDUCATION AND INNOVATION

Comprising of academic and professional staff, the Centre for Education and Innovation (CEI) is an integral link between ACU's directorates, schools, and faculties, providing a centralised support service for all learning and teaching processes and resources. The CEI oversees the implementation of university wide initiatives in all learning and teaching matters, including all learning and teaching policies and technologies. The CEI is also responsible for developing and implementing the ACU Online pedagogy and delivery and monitoring its performance at the course and unit level as well as implanting ACU Thrive, the universities commencing student signature pedagogy which requires direct links with all portfolios of the university. CEI also implements and manages the ACU Higher Education Learning and Teaching Academy (HELTA) which is both an externally and internally professional learning institute for learning and teaching at ACU.

The Centre's key priority is to enable high-quality student learning experiences by providing services and strategic direction in relation to:

- Initiate, deliver, monitor and evaluate all pedagogies
- Learning experience design and learning technologies
- Student engagement and success
- Quality assurance and academic integrity
- Academic skills development in students
- Academic development, with emphasis on curriculum and professional learning.
- Educational Analytics
- ACU Studios
- ACU Online
- HELTA (Higher Education Learning and Teaching Academy)
- ACU Thrive
- ACU Learning and Teaching Projects and Government Grants

ABOUT ACADEMIC SKILLS UNIT

The Academic Skills Unit (ASU) is located across six campuses and has an online presence. Advisors facilitate and promote the development of student learning strategies and behaviours, supporting student retention and success. This is achieved through direct support and through partnerships and collaborations with faculties and other professional units across the University.

POSITION PURPOSE

The Academic Skills Advisor (Maths) provides specialist academic skills advice to assist in the development of maths and numeracy skills for all enrolled ACU students. In consultation and collaboration with the manager, the position teaches maths and numeracy skills programs in presentations, workshops and individual consultations. The role also develops and publishes support materials and online resources and works with academic staff to integrate academic skills development within curriculum.

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
Manage the provision of maths and numeracy skills according to the Unit's Strategic Plan and in line with the University's Mission and Strategic Plan.	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University
Design, develop and publish online academic skills teaching and learning resources for use by students and academic staff. Develop and deliver lectures, tutorials, workshops and other teaching activities.	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University
Provide data from academic skills learning and teaching activities to ensure currency and accuracy of database and reporting.	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit
Collaborate and liaise with colleagues in the Academic Skills Unit, the Deputy Provost area, and the Faculties, Schools and other professional areas on joint projects that support student learning	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University

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 - Completion of or progress towards postgraduate qualifications in Mathematics, STEM or a related Education area. • Experience - Demonstrated experience supporting university learners of Mathematics in a relevant academic educational environment, including teaching students from diverse language and learning backgrounds and an ability to identify tertiary students' learning needs. • Skill - Demonstrated experience supporting university learners of Mathematics in a relevant academic educational environment, including teaching students from diverse language and learning backgrounds and an ability to identify tertiary students' learning needs. • Skill - Demonstrated ability to identify learners' Mathematics needs and use that information to design and implement appropriate programs and resources for students with a wide range of learning needs from a variety of backgrounds. • Skill - Demonstrated ability to work independently and collaboratively in teams across an organisation to deliver shared goals.
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. • 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. • 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.
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>

