

POSITION DESCRIPTION

Position Title	Administration and Resourcing Officer		
Organisational Unit	Professional Services Hub (PSH) Provost and DVCRE		
Functional Unit	PSH Provost and DVCRE		
Nominated Supervisor	Director, Strategy and Operations		
Classification	HEW 5		
CDF Level	CDF1	Position Number	10611015
Attendance Type	Full Time	Date reviewed	31-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).

POSITION PURPOSE

The Administration and Resourcing Officer is responsible for providing administrative and financial support for the Professional Services Hub Provost and DVCRE, by taking an active role in managing special project initiatives and other administrative procedures and protocols to deliver high-quality service and seamless support for stakeholders. They will also possess the ability to manage, action and prepare financial requests aligned with University and internal financial procedures via the procurement system and handling of financial matters that may require an outcome resolution.

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
Operational and Administrative Support Provide operational and administrative support to the Professional Services Hub Provost and DVCRE: <ul style="list-style-type: none"> • Drafting and preparing and formatting agendas, meeting minutes and related documentation to ensure they are professionally presented; • Management of IT Asset registry and processing End of Lease agreements 	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit

Responsibility	Scope
<ul style="list-style-type: none"> • Maintain effective and efficient filing systems and databases to ensure currency and accuracy of the functional unit's records. 	
Financial Administration and processing <ul style="list-style-type: none"> • Payment of invoices and other accounts via the finance procurement system (Technology One); • Ensure Invoices are paid in a timely manner with accurate account coding applied to each transaction; • Reconciliation of project activities; • Ensure Income and expenditure for projects is accurately recorded and project accounts are balanced monthly; • Raise third party invoices for funded related activities; • Other financial duties as required by supervisor. 	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit
Liaise with different functional areas of the Provost and DVCRE Portfolios, understand and apply University policy including the delegations of authority to effectively manage and follow internal procedures within the PSH Provost and DVCRE.	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University
Support and assist in the preparation of documentation and reports produced by the PSH Provost and DVCRE while ensuring timely delivery and professional presentation. This may include undertaking specific information gathering activities, collating materials, editing, proof reading and using a range of software applications available within the Microsoft Office Suite.	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit
Contribute to the development of administrative processes in consultation with the nominated supervisor to streamline and simplify workflows.	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit
Assist in developing and management of the PSH Provost and DVCRE SharePoint Online portal to ensure consistency and collaborative information is updated from all relevant areas.	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit
Support the portfolio in relation to complex matters escalated by the Office of the Director PSH Provost and DVCRE that require investigation and resolution at the direction of the Director Strategy and Operations	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit
Undertake any other work as directed by the Director Strategy and Operations within the scope of the role.	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 solves problems that tend to be repetitive/cyclical on a regular basis.
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 - A relevant tertiary qualification or equivalent education, training and/or relevant experience. • Qualification - Evidence of producing clear and concise written communication with a high level of accuracy and attention to detail. • Skill - Ability to act with discretion and sensitivity and to maintain confidentiality. • Skill - Attention to detail and accuracy with the ability to prioritise tasks and work within tight timeframes. • Knowledge - High level of computer literacy and advanced user knowledge in Outlook, Microsoft Office Suite and others as appropriate. • Skill - Evidence of Financial competency
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. • 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	This role does not require a Working with Children Check.

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>

