

POSITION DESCRIPTION

Position Title	Project Officer		
Organisational Unit	Ethics Directorate		
Functional Unit	Plunkett Centre For Ethics		
Nominated Supervisor	Director of the Plunkett Centre for Ethics		
Classification	HEW 7		
CDF Level	CDF1	Position Number	10612316
Attendance Type	Part Time	Date reviewed	19-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 ETHICS DIRECTORATE

The Ethics Directorate supports the Deputy Vice-Chancellor Education (DVC E) in progressing the strategic focus areas of ethics-related organisational units within the Portfolio. This includes leveraging and enhancing the public-facing approach and engagement of strategic ethics-related focus areas within the Portfolio, most especially those related to bioethics, public policy, and business ethics. It is responsible for spearheading a range of ethics initiatives that engage high-level and globally positioned business, academic, political, and civic thought leaders.

ABOUT PLUNKETT CENTRE FOR ETHICS

The Mission of the Centre is to promote the values of compassion and fellowship, intellectual and professional excellence, and fairness and justice. Its primary focus is on the realisation of these values in the provision and allocation of health care. The Centre expresses this commitment through research, teaching and community engagement, as these are informed by the Catholic tradition.

The objectives of the Centre are as follows:

- To deepen and advance knowledge and understanding of the ethical standards relevant to human health and well-being, and in particular to clinical practice, medical research, business and management practices, and the allocation of healthcare resources
- To offer courses in philosophical ethics and in the ethics of healthcare provision, medical research and healthcare resource allocation
- To engage and where appropriate to collaborate with local, national and international bodies as they seek to respond to their intellectual and ethical needs
- To foster collaboration on ethical matters between Australian Catholic University, St Vincent's Health Australia, Sydney, and Calvary Healthcare

The functions of the Centre are as follows(a) conducting and promoting research.

- Providing research training and supervision
- Developing and teaching courses
- Conducting reviews of professional practice
- Providing an ethics consultation service
- Participating in public discussions

The Centre is named after John Hubert Plunkett. Plunkett was the first Catholic Solicitor-General and the first Catholic Attorney-General of New South Wales. He was, at various times, a member of both the Legislative Council and the Legislative Assembly, a member of the first Senate of the University of

Sydney and an early Vice-Chancellor of the University. He was the first Chairman of the Board of Education of New South Wales and a founding fellow of St. John's College at the University. He was also a great friend and benefactor of the Sisters of Charity in Australia.

Plunkett was born in Roscommon in Ireland in June, 1802. In 1830 he was appointed Solicitor-General in New South Wales. In 1836, he became Attorney-General, a remarkable achievement for an Irishman and Catholic. As chief law officer, Plunkett made an important contribution to the slow and difficult process by which the penal colony of New South Wales developed the institutions of a free society.

Plunkett was a leader in establishing civil rights in Australia. He drafted the Magistrate's Act, which abolished summary punishment, the administration of justice by private householders and the excessive use of the lash. He argued successfully for the abolition of convict assignment. He secured jury rights for emancipists. He extended the protection of the law to convicts and assigned servants. After securing the conviction of seven white men for the killing of an Aborigine at Myall Creek in 1838 (in a massacre in which the whole tribe was killed), he extended the protection of the law for the first time to Aborigines. But as a Catholic who knew what emancipation meant, Plunkett himself considered the Church Act of 1836, which disestablished the Church of England, his most important single achievement.

When the Sisters of Charity arrived in Sydney from Ireland in 1838, Plunkett organised a public appeal to establish their first hospital in Sydney and helped the Sisters to acquire the narrow strip of land along Victoria Street in Darlinghurst to which the first St. Vincent's Hospital, which had opened its doors in Potts Point, was relocated in 1870. Plunkett's two great recreations were the violin and Irish folk music. He died in May, 1869, and was buried in Sydney's Devonshire Street cemetery.

Thousands of Australians, of every religious belief and of none, have experienced the first-class health care that is inspired by the Sisters of Charity. Others have been educated by the Sisters. There are, thus, many Australians with reason to be grateful for the kind and practical help which John Hubert Plunkett gave to the women who founded the Sisters of Charity in Australia.

POSITION PURPOSE

The Project Officer will act as an advisor to Director, Plunkett Centre for Ethics (PCE) and will lead and coordinate projects focused on educational offerings for our partners in the Catholic health sector. The position will support the implementation of PCE's communications strategy with responsibility for communications, marketing and event management.

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 strategic advice to the Director, Plunkett Centre for Ethics (PCE) to ensure PCE honours their commitment to provide excellent quality ethics educational offerings for our partners in the sector in addition to implementing PCE's communications strategy.</p>	<p>The position mainly contributes to activities; outcomes and goals within their immediate team or work unit</p>
<p>Provide Operational Support within the Plunkett Centre on various Projects.</p> <p>General responsibilities will include:</p> <ul style="list-style-type: none"> • Design and coordinate a series of modules/ workshops to improve literacy in Catholic ethics for key stakeholders in the Catholic health sector. • Liaise with participating partners to organise ethics education sessions with Board members, Clinicians and Executives. • Assists with the expansion of a clinical ethics advisory service for the Plunkett Centre's participating partners. This includes building awareness, networking and liaising with an expert advisory panel. • Critically analyse ad hoc health policy for participating partners and contributing to submissions to health departments and government on changes to legislation and regulation. 	<p>The position mainly contributes to activities; outcomes and goals within their immediate team or work unit</p>
<p>Provide communications, marketing, and administrative support for the Plunkett Centre.</p> <p>Specific project support will include:</p> <ul style="list-style-type: none"> • Develop and maintain project management and network contact databases, systems, timelines, and operational processes for the Plunkett Centre. • Manage the Plunkett Centre's social media platform and email communications. • Contribute to and coordinate the production of podcasts, videos, newsletters, blogs and other educational content for dissemination to stakeholders. 	<p>The position mainly contributes to activities; outcomes and goals within their immediate team or work unit</p>
<p>Provide event-management and logistical support for the Plunkett Centre.</p> <p>Specific support will include:</p> <ul style="list-style-type: none"> • Managing the Plunkett Centre's calendar of events 	<p>The position mainly contributes to activities; outcomes and goals within their immediate team or work unit</p>

Responsibility	Scope
including webinars, occasional seminars, and annual lectures. • Maintaining relationships with existing stakeholders in the Catholic health sector and fostering new relationships with potential partner organisations.	

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 demonstrate critical thinking to make recommendations; to meet changing demands; and provide business aligned solutions.
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 a degree with subsequent work experience in project management or communications or an equivalent level of knowledge gained through training, education and/or experience. <i>Desirable:</i> Graduate qualifications in philosophy, theology, or a related field will be viewed favourably. • Experience - Extensive experience with event management including a variety of both in-person and online events. • Skill - Proven ability to assist with educational seminars for a variety of audiences including executives and health professionals. • Knowledge - Knowledge of the Catholic intellectual tradition and Catholic ethics and how it pertains to healthcare. • Skill - Keen attention to detail with demonstrated ability in data-entry and database management in overseeing and maintaining digital and online assets. • Skill - Proven ability to effectively operate in an increasingly digital world, demonstrated through successful management of social media accounts, email campaigns, digital content production and podcasts. • Skill - Excellent written and verbal communication skills, including a capacity to communicate effectively and succinctly and a proven ability to cultivate and maintain relationships with existing stakeholders and potential partner organisations.
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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. • Understand the business environment in which ACU operates and adopt a university-wide point of view to seize opportunities and improve commercial viability. • Display openness and resilience, inspire others to change and act to make change happen with ACU's strategic goals and Mission at the heart of all outcomes. • Keep stakeholder interest at the core of ACU business decisions and ACU service excellence as a top priority. • 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.
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>

