

POSITION DESCRIPTION

Position Title	Widening Participation Officer		
Organisational Unit	Global and Education Pathways		
Functional Unit	Equity And Inclusion		
Nominated Supervisor	Coordinator, Equity Pathways		
Classification	HEW 7		
CDF Level	CDF1	Position Number	10609665
Attendance Type	Full Time	Date reviewed	25-JAN-2023

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.*

At ACU we pride ourselves on offering a welcoming environment for everyone. At the same time, we are a university committed to standing for something clear. We stand up for people in need and causes that matter. ACU's Mission is central to the University and informs every area – integrating the dignity of the human person, the common good, and ethical and social justice considerations into our core activities of student learning and teaching, research and service.

We are a publicly funded university which has grown rapidly over the past few years. We're young, but we are making our mark: ranking among the top universities worldwide. We have seven campuses around Australia, more than 200 partner universities on six continents, and a campus in Rome, Italy.

We know that our people make us a university like no other. It's your values, action and passion that makes the difference. Whatever role you may play in our organisation: it's what you do that defines who we are.

We value staff, offering excellent leave and employment conditions, and foster work environments where they have the ability to grow and develop. We continue to invest in our facilities and workplaces, and actively involve staff in shaping the future direction of the organisation.

Each portfolio consists of several Faculties, Research Institutes or Directorates. The Vice President drives both the Identity and the Mission of the University. In addition, five Associate Vice-Chancellors and Campus Deans focus on the University's local presence and development of the University at the local 'campus' level. For further information about the University please refer to the Organisation Chart.

All our staff contribute to the achievement of our goals set out in the Strategic Plan 2020-2023 and aim to provide high quality services with a strong focus on service excellence. Several frameworks and standards also express the University's expectations of conduct, capability, participation and contribution of staff.

ABOUT GLOBAL AND EDUCATION PATHWAYS

The Global and Education Pathways portfolio is responsible for the development and implementation of the University's strategic priorities in a range of key areas. Driving excellence, through its two Directorates of Global Engagement and Education Pathways, Global and Education Pathways has specific responsibility for the University's Global Strategy, Widening Participation and Student Retention Strategies and Student Veterans Support.

Global Engagement has institutional responsibility for realising and achieving University's Global Strategy and for facilitating the university's global engagement activities.

Global Engagement has specific responsibility for the recruitment, admission, and ongoing support of international students at ACU in addition to managing global partnership collaboration, international network coordination and inbound and outbound exchange and study abroad programs. Global Engagement has institutional leadership responsibility for managing and supporting achievement of the university's global goals, plans and aspirations across the three key institutional activities of teaching, research and engagement.

Education Pathways is responsible for access, pathways, transition and student experience of commencing domestic and international students across all ACU campuses. The directorate supports a range of ACU institutional strategies and strategic priorities led by the Office of the Provost and the Pro Vice-Chancellor, Global and Education Pathways. Education Pathways leads and supports, participation and success in tertiary education for a range of student cohorts, including equity groups, school and non-school leavers and Student veterans and their families.

Education Pathways has national responsibility for the ACU English Language Centre, Equity Pathways, the Foundation Studies Program, Diploma Pathway Programs, Diploma of Languages, Student Veteran Services, and Student Transition and Retention, Education Pathways.

ABOUT PATHWAYS

The Global and Education Pathways portfolio is responsible for the development and implementation of the University's strategic priorities in a number of key areas. Driving excellence, through its three key units, ACU International, Education Pathways and the ACU College, Global and Education Pathways has specific responsibility for the University's Global Strategy and Widening Participation Strategy.

ACU International has institutional responsibility for realising and achieving University's Global Strategy and for facilitating the university's global engagement.

ACU International has specific responsibility for the recruitment, admission and ongoing support of international students at ACU in addition to managing global partnership collaboration, and inbound and outbound exchange and study abroad programs.

Education Pathways is responsible for access, pathways, transition and student experience of commencing domestic and international students across all ACU campuses. The unit supports a range of ACU institutional strategies and strategic priorities led by the Office of the Provost and the Pro Vice-Chancellor, Global and Education Pathways. Education Pathways provide access to, participation and success in tertiary education for a range of student cohorts, including equity groups, school and non-school leavers.

Education Pathways has national responsibility for the ACU Centre for Languages, Equity Pathways, the Foundation Studies Program, Diploma of Languages and Student Transition and Retention Education Pathways is on a growth trajectory through the delivery of high-quality pathways, including future diplomas supporting ACU enrolment targets and strategic growth.

ACU College is responsible for the delivery of Vocational Education and Training (VET) programs and is a Registered Training Organisation (RTO No: 3578) delivering nationally accredited VET courses in certificate III to diploma level courses in nursing, education support, individual support, early childhood education and care, aged care, leadership and management, and allied health. Courses are offered in Queensland, Victoria and the Australian Capital Territory (ACT).

ACU College is firmly committed to delivering nationally recognised qualifications and accredited courses in accordance with the Australian Qualifications Framework (AQF).

POSITION PURPOSE

The purpose of this position is to increase access and participation and success in Higher Education for potential domestic undergraduate students from low SES backgrounds, including students from regional and remote areas and Aboriginal and Torres Strait Islander students.

This will be achieved through:

- Implementation of widening participation pre-access, access and participation programs and projects on specific ACU campuses with a focus on students from low SES backgrounds, students in regional and remote areas and Aboriginal and Torres Strait Islander students
- Building and sustaining strong relationships with schools and community organisations, and internal ACU stakeholders
- Collaboration university wide including with ACU Indigenous Higher Education Unit to develop and implement widening participation programs
- Evaluating and reporting on project and program outcomes
- Contributing to planning and promotion of widening participation programs and projects consistent with the ACU widening participation agenda across the student lifecycle
- Contributing to and protecting the safety and wellbeing of students in ACU widening participation programs including children and vulnerable people.

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 Strategic Plan 2020-2023](#)
- [Catholic Identity and Mission](#)
- [ACU Capability Development Framework](#)
- [Higher Education Standards Framework](#)
- ACU Service Delivery Model
- ACU Staff Enterprise Agreement including provisions in relation to Performance Excellence and Academic Career Pathways.
- [ACU Staff Reconciliation Action Plan](#)

The [Capability Development Framework](#) in particular is important in understanding the core competencies needed in all ACU staff to achieve the University's strategy and supports its mission.

Responsibility	Scope
Leading development, implementation and promotion of widening participation pre-access, access, transitioning and participation programs to increase the access, participation, retention and success of students from low SES backgrounds (including Aboriginal and Torres Strait Islander and students from Regional and Remote areas) in higher education.	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit
Develop and build strong internal and external support for widening participation programs through initiating and fostering positive relationships with key internal and external stakeholders and partners.	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University
Initiate, develop and sustain strong relationships with schools and community organisations to increase awareness of the benefits of higher education, inform aspirations for higher education, increase access into, participation and successful completion of higher education. This will involve building relationships with primary and secondary school students and school staff, and ACU students.	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit
Establish sustainable relationships with VET and industry partners to build pathways into higher education for students from low SES backgrounds.	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit
Work closely with work areas across the university including: ACU Schools and Faculties, ACU Indigenous Higher Education Unit and other ACU units to deliver widening participation pre-access, access, participation and attainment programs.	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University
Report on and evaluate all activities through the given evaluative and reporting mechanisms as well as be responsible for reporting directly to the Associate Director, Equity and Inclusion about initiatives undertaken and their progress on the campus. All evaluations and reports to inform internal reports and reporting to the Commonwealth government.	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit
Contribute to the planning and development of future initiatives with the Equity and Inclusion national team that further enhance and develop outcomes aligned with ACU's widening participation agenda and the mission of ACU.	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 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 degree with demonstrated relevant experience, or an equivalent combination of demonstrated relevant experience and/or education/training. • Skill - Excellent oral and written communication skills including the ability to effectively communicate with and support students, including those who may have barriers to participation in higher education such as Low SES, Aboriginal and Torres Strait Islander background and from regional and remote areas. • Skill - Demonstrated administrative, organisational, problem-solving and decision-making abilities. • Skill - Proven high level skills in the use of Microsoft Office software, including Excel, Word and PowerPoint to analyse and present data, and prepare and present professional reports and briefings and engaging material for school students and tertiary students if required. • Experience - Proven sound interpersonal and relationship management skills and the ability to interact with University staff across different levels and with external stakeholders and clients.
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. • 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. • 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.
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>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.</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>

