

POSITION DESCRIPTION

Position Title	Administration Officer		
Organisational Unit	The Faculty of Health Sciences		
Functional Unit	School of Nursing, Midwifery & Paramedicine (NSW)		
Nominated Supervisor	Team Leader		
Classification	HEW 5		
CDF Level	HEW 5 CDF1	Position Number	10610538
Attendance Type	Full Time	Date reviewed	04-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.*

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, 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 ACU's Vision 2033 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 THE FACULTY OF HEALTH SCIENCES

The Faculty of Health Sciences comprises three schools:

- Allied Health
- Behavioural and Health Sciences
- Nursing, Midwifery and Paramedicine.

There are currently approximately 14,000 students (EFTSL) and 530 (FTE) staff in the faculty under the disciplines: occupational therapy, speech pathology, social work, exercise science, exercise physiology, nutrition science, biomedical science, nursing, midwifery, paramedicine, physiotherapy, psychology and public health. The faculty is represented across seven ACU campuses.

The faculty's current research priorities focus on Cardiovascular Disease and Metabolism, Health Services Research, Nutrition, Sports Performance and Rehabilitation, Psychology and Mental Health.

An expanding portfolio of postgraduate courses is also available in coursework and research. Many postgraduate courses within the faculty have been developed in conjunction with industries in order to meet specific needs of the professions and industry. Some postgraduate units are offered in flexible learning mode by online study. All students have professional and clinical experience that is supervised by specially qualified practitioners. Catholic hospitals and other public, private and specialty organisations, as well as schools and the health and sports industry, are involved with preparing for promoting and offering this valued and essential experience.

The goals of the faculty are closely linked to and emanate from the Mission of the university. The areas of achievement by the faculty include the key areas of teaching and learning, research and scholarship, community engagement in addition to specific objectives regarding internationalisation, quality and resource management. It has well-established procedures for evaluating performance and ensuring quality which involve students and representatives of the various statutory registration authorities and professional organisations, as well as recent graduates and employers.

Further information about the faculty can be found at:

<https://www.acu.edu.au/about-acu/faculties-directorates-and-staff/faculty-of-health-sciences>

ABOUT NATIONAL SCHOOL OF NURSING, MIDWIFERY & PARAMEDICINE

The National School of Nursing, Midwifery and Paramedicine formed in 2012 from the amalgamation of ACU's state-based Schools. It has the largest intake of nursing, midwifery and paramedicine students in Australia.

The National School of Nursing, Midwifery and Paramedicine comprises a team of highly motivated and dedicated academic and professional staff who have built a strong teaching and learning environment as evidenced by student demand, entry levels and student course evaluation over several years. The School is located on six campuses: Brisbane, Blacktown, North Sydney, Canberra, Melbourne and Ballarat.

Further information about the School can be found at:

http://www.acu.edu.au/about_acu/faculties,_institutes_and_centres/health_sciences/school_of_nursing_midwifery_and_paramedicine

POSITION PURPOSE

The Administrative Officer provides administrative support to all operations of the School of Nursing, Midwifery and Paramedicine (NSW). This includes administrative support to the respective Heads of School and the school leadership teams at the direction of the Team Leader, as well as providing information and advice to the permanent and casual academic staff of the school. The role will also undertake school reception duties on campus, being the first point of contact for all general enquiries from students and visitors. Enquiry resolution requires explanation and support of administrative processes and functions in conjunction with other academic and administrative/technical staff, including instructing and coordinating administrative work flows within university timelines.

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](#)
- [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
Provide support to the timetable process, including responsibility for data collection, unit requirements, staff availability, programs of study and submission of change requests in consultation with Course Coordinators/Lecturers in Charge.	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University
Provide high level, effective course administration and communication processes between the schools, faculty, all Student Administration Divisions, International Office, external agencies and the students.	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University
Provide high level, effective administration support and dissemination of information regarding university policy and procedures as required by the school leadership team, Course Coordinators and Professional Practice Placement Coordinators.	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit
Undertake the school's reception duties on campus, being the first point of contact for all general enquiries (face-to-face and phone) from students and visitors.	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit
Undertake data collection and recording from various sources for areas including, but not limited to, student enrolment numbers, special cohorts, undergraduate, Honours and	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit

Responsibility	Scope
postgraduate students, HERDC/ERA reporting, finance and banking records, and other data collection requirements necessary to inform strategic and operational decision making or events such as the school report.	
Provide timely and effective policy and regulation advice to students within the scope of the position and refer students to Course Coordinators as appropriate.	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit
Provide a range of administrative support functions to the course coordinators within the school, including, assessment review committee, running reports from Banner 7 (student administration database), course completions, graduation, enrolments, appeals, and provide secretarial and administrative support (including room bookings and catering) to relevant School Committees.	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University
Assist in the process of reviewing and updating the Course Enrolment Guides and act as a liaison officer between academic and sessional lecturers within the School and staff in the central administration units for the purposes of addressing issues of concern and providing advice.	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit
Undertake administration of campus purchasing activities overseen by the Team Leader and/or appropriate members of the School Leadership Team, including oversight of purchasing or leasing of office equipment and computer equipment. Determine appropriate financial coding structure according to identified funding source and also ensures appropriate coding and narrative input for appropriate members of the School Leadership Teams credit cards.	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit
Undertake any other work as directed by the Team Leader 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. • 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. • Experience - Evidence of producing clear and concise written
--	---

	communication with a high level of accuracy and attention to detail. • Skill - High level of computer literacy and advanced user knowledge in Outlook, Microsoft Office Suite and others as appropriate.
Core Competencies:	• 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	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>

