

POSITION DESCRIPTION

Position Title	Program Coordinator, Co-Lab		
Organisational Unit	The Faculty of Law and Business		
Functional Unit	The Faculty of Law and Business		
Nominated Supervisor	Project Coordinator (Collaborate Plus)		
Classification	HEW 7		
CDF Level	HEW 7 CDF1	Position Number	10612128
Attendance Type	Full Time	Date reviewed	07-MAR-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 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 THE FACULTY OF LAW AND BUSINESS

The Faculty of Law and Business was established on 1 January 2014 following the merger of the former Faculty of Business and Thomas More Law Academy. Consisting of two key schools, the Peter Faber Business School and the Thomas More Law School, the Faculty provides both undergraduate and postgraduate degree programs across a range of business disciplines and law.

The Faculty is staffed by a dedicated, nationally and internationally recognised team of academics whose teaching is supported by their active involvement in relevant industries, professional industries, professional associations or links to eminent international business and law schools, as well as their research. Teaching staff have an established research record with a commitment to conducting research in areas aligned with the broad values of the University mission as well as innovative industry led projects.

Students are valued as individuals and teaching staff are directly involved with students' learning journey from prospective student to alumni. The Faculty aims to equip graduates with the necessary skills to become leaders, not only in their chosen profession, but in the community. We emphasise the ethical, social and environmental responsibilities of the modern business leader and lawyer, with all our courses having a strong practical component through community engagement, pro bono work and internships.

POSITION PURPOSE

The Program Coordinator, Co-Lab will be responsible for organising and facilitating program activities to support the successful work and growth of the Co-Lab unit. In consultation with the Co-Lab team, the Faculty of Law and Business and the Marketing and External Relations (MER) team, the Program Coordinator, Co-Lab will lead the design, development and facilitation of skill development programs and industry engagement activities in the entrepreneurial community, while building collaborative partnerships both internally and with wider industry partners. The role will be based at North Sydney, with some travel to other campuses in NSW required.

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:

- 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
Lead, plan and coordinate the development and delivery of a range of entrepreneurship events, activities, and incubator programs supporting and stimulating the ACU innovation ecosystem.	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University
Develop and maintain collaborative relationships and communication with internal and external stakeholders to promote ACU and Co-Lab.	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University
Source appropriate trainers and facilitators to deliver educational and incubator programs.	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit
Contribute to the creative direction and distribution of Co-Lab content, working collaboratively with the Co-Lab team and Marketing and External Relations to produce regular social media content and website updates to further promote the program for increased event participation.	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University
In collaboration with MER, create and produce regular communications for the Co-Lab network, including newsletters and staff bulletin articles.	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University
Contribute to and produce reports, plans, and additional documents as necessary to facilitate optimal program functioning including but not limited to: External stakeholder engagement metrics, income generation reporting.	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit
Provide strategic advice and recommendations to ensure the success of the ACU Co-Lab.	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 demonstrate critical thinking to make recommendations; to meet changing demands; and provide business aligned solutions.
The position seeks and creates business opportunities for the organisation by liaising with a range of external stakeholders.
This position does not have managerial responsibilities.

SELECTION CRITERIA

Qualifications, skills, knowledge and experience:	<ul style="list-style-type: none"> • Qualification - Completion of a relevant undergraduate degree; or an equivalent combination of experience in event management and/or project management and/or education/training. • Experience - Demonstrated experience in engaging with startups and entrepreneurs. • Skill - Highly developed interpersonal and written and verbal communication skills, including the ability to engage, collaborate and develop networks and relationships with internal and external stakeholders at all levels and preparing and editing of reports and other project documentation with a high level of accuracy and attention to detail. • Skill - Demonstrated ability to solve problems using initiative and judgement to identify where escalation of a complex issue may be required. • Skill - Strong planning, organisational and time management skills including the ability to manage multiple priorities to achieve required outcomes within tight deadlines. • Experience - Experience in workshop facilitation (desirable). • Experience - Tertiary sector experience, with ability to demonstrate knowledge of procedures and operations in a tertiary organisation (desirable).
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. • 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. • 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:	<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>This role does not require a Working with Children Check.</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>