

POSITION DESCRIPTION

Position Title	Student Life Officer		
Organisational Unit	The Student Experience Directorate		
Functional Unit	Student Life		
Nominated Supervisor	National Manager, Student Life		
Classification	HEW 6		
CDF Level	HEW 6 CDF ₁	Position Number	10610135
Attendance Type	Full Time	Date reviewed	05-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 STUDENT EXPERIENCE DIRECTORATE

The Student Experience Directorate delivers a world-class student experience by creating engaging environments in which students form strong connections with their peers and develop a deep sense of belonging to the vibrant ACU community. The Directorate is aligned to the student journey from an academic, support services and a social perspective, integrating the contact points between the student and the university services, programs and activities students can access throughout their study.

The Student Experience Directorate promotes student engagement in university life, provides opportunities for sport and leadership development, and enables students to develop graduate attributes making them career-ready professionals. The Directorate provides resources for individual cohorts – for example, international students, and elite athletes and performers – and collaborates with other business units such as Campus Ministry and First Peoples, to enable an holistic approach to the student experience at ACU. The Directorate supports ACU's national and campus-based student associations, and student clubs and societies. The Directorate also delivers university-wide initiatives to comply with regulatory and statutory requirements including Student Safety, and Safeguarding Children and Vulnerable Adults. Student experience work units include the Careers and Employability Service, Student Welfare and Counselling, Access and Disability, Safeguarding and Student Safety, Student Accommodation, Sport including the Elite Athlete and Performer Program and ACU Active, Medical Centres, Student Life, Transition, and the Student Advocacy Service. These services support students to achieve their academic and personal goals, and to thrive during their time at ACU and beyond.

ABOUT STUDENT LIFE

As part of the Student Experience Directorate, the Student Life unit delivers vibrant social and sporting programs, events and activities for students. Student Life activities encourage students to engage with each other, participate in life on campus and develop a sense of belonging to an inclusive and diverse community at ACU enhancing students' university experience. The unit provides strategic and practical support for the university's national and campus-based student associations, student clubs and societies, and sport clubs to foster leadership opportunities and enable student-led activities. Student Life helps to deliver welcome events for new and returning students and runs volunteering programs to provide development opportunities and enhance community engagement.

POSITION PURPOSE

The Student Life Officer is the first point of contact for students seeking information about the range of Student Support Services programs and is the local campus representative of the Student Life Unit. The position works closely with students and other key stakeholders to organise, promote and deliver student engagement programs, events and activities that enhance the student experience on each campus.

The Student Life Officer will deliver a range of extracurricular, social and sport programs, events and activities that create vibrancy and encourage a sense of belonging to an inclusive and diverse community that is committed to justice, equity and the common good.

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:

PD_Student Life Officer

- ACU's Vision 2033
- Catholic Identity and Mission
- ACU Capability Development Framework
- ACU Staff Enterprise Agreement 2022-2025
- 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
Represents the Student Life Unit on the campus and delivers activities and events to create a vibrant and engaging environment for students, including a range of student cohorts, to enhance the student experience and encourage students to engage with their peers and the university community to develop their graduate attributes.	The position mainly contributes to activities; outcomes and goals within their immediate team or work unit
In relation to welcome events for new and returning students, collaborates with Student Experience and Student Life staff, and delivers Student Life involvement at the campus.	The position mainly contributes to activities; outcomes and goals within their immediate team or work unit
Acts as a first point of contact for students seeking assistance regarding: <ul style="list-style-type: none"> • student safety concerns, including sexual misconduct • student advocacy. 	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit
Acts as a first point of contact for the campus student association and campus-based clubs and societies, and supports these organisations by assisting them with: <ul style="list-style-type: none"> • event planning, catering, risk management, travel bookings, and elections • financial duties including reporting planning and • delivering local training sessions. 	The position mainly contributes to activities; outcomes and goals within their immediate team or work unit
Provides detailed financial support as required to all student associations and all clubs and societies nationally, in relation to: <ul style="list-style-type: none"> • quotations, purchase orders, and • invoices transfers and reimbursement credit card reconciliations. 	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit
Provides administrative support as required for the national student association ACUNSA conference, and training sessions for student volunteers, clubs and societies, including: <ul style="list-style-type: none"> • secretarial support for ACUNSA meetings • organising programs • liaising with venues and guests • travel bookings including accommodation • catering. 	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit
Assists with the development and maintenance of marketing and publications for local and national Student Life programs and events, including websites, social media content, electronic communications and print materials	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit

Responsibility	Scope
Supervises and/or mentors campus casual staff, student leaders, clubs and societies executives, and volunteers in the context of Student Life activities.	The position mainly contributes to activities; outcomes and goals within their immediate team or work unit
Develops and maintains effective working relationships with internal and external stakeholders, including students.	The position mainly contributes to activities; outcomes and goals within their immediate team or work unit
Other duties as directed by the Student Life Manager.	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 requires resilience and adaptability to be able to respond to changes in the sector and business landscape and identify areas of improvement.
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 - Relevant tertiary qualifications and/or demonstrated experience in facilitating student programs in a higher education setting. • Knowledge - Deep understanding of youth culture and youth affairs. • Skill - Ability to demonstrate effective and well-developed interpersonal skills • Experience - Experience in collaborating with others in the development and delivery of customer-focused events, services and activities. • Skill - Highly developed verbal and written communication skills with demonstrated ability to write clear and concise reports. • Skill - Demonstrated strong organisational skills with the ability to prioritise tasks and resources to achieve required outcomes and meet the specified deadlines. • Skill - Self-motivated team player with demonstrated ability to effectively plan work activity, prioritise time and resources using established processes and technologies to achieve optimum efficiency and effectiveness.
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. • Coach and develop self and others through setting clear

	<p>expectations, managing performance and developing required capabilities to establish a culture of learning and improvement.</p> <ul style="list-style-type: none"> • 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:	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	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.

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>

