

## POSITION DESCRIPTION

<b>Position Title</b>	Project Officer		
<b>Organisational Unit</b>	Education Portfolio		
<b>Functional Unit</b>	Office of the Pro Vice-Chancellor (Indigenous)		
<b>Nominated Supervisor</b>	Pro Vice-Chancellor (Indigenous)		
<b>Classification</b>	HEW 7		
<b>CDF Level</b>	CDF7	<b>Position Number</b>	10612271
<b>Attendance Type</b>	Full Time	<b>Date reviewed</b>	24-JUN-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 EDUCATION PORTFOLIO

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Aligned with ACU's mission, the education portfolio makes a major contribution to the Catholic commitment to education.

The portfolio prides itself on placing the whole person at the centre of its strategies and working to deliver the best possible experience and outcomes to our students. Student wellbeing and sense of belonging are key to the portfolio's engagement.

By providing a learning environment that emphasises growth of the whole person, we equip our learners with the knowledge, skills and confidence to thrive in an interconnected and changing world. This helps our students not only with career prospects, but with their personal search for truth and meaning and their contribution to the common good.

The education portfolio is responsible for the university's approach to contemporary education performance and student-centred, evidence-based teaching practices. This enables high-quality, engaged, supportive, flexible and accessible learning experiences for our diverse student cohorts and across diverse learning environments, including physical as well as online learning spaces.

The education portfolio includes the Centre for Education and Innovation, the university's flagship resource for learning design, academic support and innovation in both curriculum and pedagogy, as well as the student administration, student experience, First Peoples (headed by the Pro Vice-Chancellor Indigenous) and libraries directorates.

The portfolio as a whole assists and supports our students with every facet of their development at ACU; covering the full student experience lifecycle from application, to student success, retention, graduation, career destination and postgraduate study years. To deliver on this, the portfolio works very closely with the academic portfolio, faculties, schools, and academic staff of the university.

## POSITION PURPOSE

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Operating within the Office of the Pro Vice-Chancellor (Indigenous), the Project Officer collaborates closely with the PVC (Indigenous) and acts as a project lead in coordinating the day-to-day functions of the OPVC (Indigenous). The position provides logistical support, drafts communications and various committee submissions, to progress key priorities for Aboriginal and Torres Strait Islander students, staff and communities. The position also supports initiatives across the OPVC (Indigenous) and broader Education Portfolio.

## KEY RESPONSIBILITIES

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### 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 Staff Enterprise Agreement
- [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.

<b>Responsibility</b>	<b>Scope</b>
<p>Lead activities and projects in the Office of the Pro Vice-Chancellor (Indigenous) including:</p> <ul style="list-style-type: none"> <li>• Editing correspondence.</li> <li>• Developing and delivering projects in consultation with internal and external communities, students and staff.</li> <li>• Drafting OPVC (Indigenous) materials and reports for internal bodies, Church bodies and communications.</li> <li>• Managing contact and relationships with stakeholders for the PVC (Indigenous).</li> </ul>	<p>The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit</p>
<p>Draft and monitor the progress of report writing relating to key projects and strategic initiatives of the OPVC (Indigenous) Portfolio, including engagement with the Vice-Chancellor's Advisory Committee, Mission and Identity, Academic Board, sub committees of Academic Board and other Committees; ensuring submission timelines are met.</p>	<p>The position contributes to activities; outcomes and goals; that are implemented and have impact across the University</p>
<p>Provide project management support to OPVC (Indigenous) including developing project databases, monitoring project progress to ensure milestones and tasks are achieved and implemented in accordance with ACU policies and protocols.</p> <p>Effectively manage, analyse and interpret data to facilitate accurate project outcomes.</p>	<p>The position contributes to activities; outcomes and goals; that are implemented and have impact across the University</p>
<p>Provide leadership in coordinating OPVC (Indigenous) seminars and engagement activities, including arranging Faculty and Directorate presentations, ongoing engagement in curriculum, research and professional activities.</p>	<p>The position contributes to activities; outcomes and goals; that are implemented and have impact across the University</p>
<p>Take responsibility for the management of all required logistical arrangements of the OPVC (Indigenous)' work and activities, including liaison with the Portfolio and across the university more broadly.</p>	<p>The position mainly contributes to activities; outcomes and goals within their immediate team or work unit</p>
<p>A commitment to reconciliation and working and engaging with Aboriginal and Torres Strait Islander peoples.</p>	<p>The position contributes to activities; outcomes and goals; that are implemented and have impact across the University</p>

## 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 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

<b>Qualifications, skills, knowledge and experience:</b>	<ul style="list-style-type: none"> <li>• Qualification - Completion of a relevant degree with proven experience providing high level administrative support to senior management in a complex/national organisation; or an equivalent combination of relevant experience and/or education/training.</li> <li>• Experience – Demonstrated ability to act with discretion and maintain confidentiality.</li> <li>• Skill - High level computer skills, including use of Microsoft Office (Outlook, word processing, PowerPoint and spreadsheets) and SharePoint.</li> <li>• Skill - Highly developed communication and interpersonal skills to liaise, consult and negotiate effectively with a wide range of people within and beyond the university community, including key stakeholders.</li> <li>• Skill - High level of written and verbal communication skills including demonstrated ability to prepare presentations and draft professional reports and documentation.</li> <li>• Experience - Demonstrated capacity to contribute to the development and delivery of projects, including the ability to plan work activity, prioritise time and resources using established processes.</li> <li>• Experience - Previous experience working and engaging with Aboriginal and Torres Strait Islander peoples.</li> </ul>
<b>Core Competencies:</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Keep stakeholder interest at the core of ACU business decisions and ACU service excellence as a top priority.</li> <li>• Work collaboratively internally and externally to ACU to capitalise on all available expertise in pursuit of excellence.</li> <li>• 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</li> </ul>

	<p>of the University.</p> <ul style="list-style-type: none"> <li>• Take personal accountability for achieving the highest quality outcomes through understanding the ACU context, self-reflection, and aspiring to and striving for excellence.</li> </ul>
<b>Essential Attributes:</b>	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.
<b>Working with Children and vulnerable adults check</b>	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>

