

POSITION DESCRIPTION

Position Title	Executive Officer		
Organisational Unit	PSH Provost and DVCRE		
Functional Unit	PSH Provost and DVCRE		
Nominated Supervisor	Director, Strategy and Operations		
Classification	HEW 6		
CDF Level	CDF1	Position Number	10612222
Attendance Type	Full Time	Date reviewed	24-MAY-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.

POSITION PURPOSE

The Executive Officer forms a part of the executive support team within the Professional Services Hub (PSH) and supports the achievement of the strategic objectives of their assigned Directors and Teams by taking an active role in managing administrative and project support across the areas.

Each Executive Officer will provide primary support to two Directors, and they will operate as a community of practice across the Provost Portfolio and DVCRE directorates, and the wider PSHs. In this context the Executive Officers work together to share best practice, streamline administrative tasks and mature the support service culture.

From time-to-time Director locations change, which may require a reallocation of Executive Officers to Directors located on the same campus, in order to meet organisational needs.

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 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.

Responsibility	Scope
Provide confidential administrative support to the Director based on an understanding of current priorities. Responsibilities may include: <ul style="list-style-type: none"> • Diary management; • Travel arrangements; • General technology assistance; • Maintain asset register; • Proof reading reports and documents; and • Coordinating all documents and forms that requires the authority of the Director. 	The position mainly contributes to activities; outcomes and goals within their immediate team or work unit
Support the Director with monitoring and managing the annual budget whilst ensuring accuracy and proper documentation. Responsibilities may include: <ul style="list-style-type: none"> • Liaising with Finance on expenditure and revenue transactions • Understanding the Directorate budget, cost codes, delegated officers etc; • Create purchase orders, ensure correct coding and arrange approval of invoices for payment; • Generate monthly budget reports to support reconciliation 	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit

Responsibility	Scope
and reporting; <ul style="list-style-type: none"> • Code and reconcile Director's purchase card transactions 	
Prepare, edit and send communications and correspondence on behalf of the Director, consistent with the ACU brand including maintaining content on webpages and knowledge articles, and posting to Workplace for Staff.	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit
Follow up outstanding employment documentation including Position Classification Request, Request to Advertise, Request to Appoint, Fixed- term Expiry Advice, secondment/internal transfer, Higher Duties Allowance, Salary Flexibility etc.	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit
Arrange meetings, conferences and/or events relating to organisational unit activities or Education Portfolio initiatives including (but not limited to): <ul style="list-style-type: none"> • Booking facilities and/or venues; • Preparing agendas and related documentation; and • Designing brochures, programs, and/or related documentation; • Planning catering; • Managing invitations. 	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit
Build and maintain positive working relationships with internal and external stakeholders with the aim of enhancing the reputation of the Office of the Director. This includes participation in the Executive Officer team within a Professional Service Hub, and the community of practice across the other Professional Services Hubs.	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University
Provide secretarial support for committees, steering groups and high-level meetings as required. Follow up on actions required from the Office of the Director to ensure deadlines are met. Responsibilities include: <ul style="list-style-type: none"> • Preparation of draft agenda; • Coordination of papers; • Circulation of papers (maintenance of corporate document sharing sites); and • Taking minutes/preparing draft minutes. 	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit
Contribute to the development and implementation of administrative systems, processes and procedures within the Office of the Director, and more broadly for the Professional Service Hub.	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit
Provide secretarial and administrative support to the Director and the Professional Services Hub for onboarding, inducting and exiting staff.	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University

Responsibility	Scope
Provide administrative support to the Director with policy and project management. Undertake other administrative duties required by the Director (e.g., that may be unique to the functions of individual Directorates).	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 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 degree in Business Administration; or an equivalent combination of relevant experience and/or education/training. • Skill - High level of computer literacy and advanced user knowledge of Outlook and the Microsoft Office Suite. • Skill - Demonstrated ability to manage multiple and conflicting work priorities and tasks in a high demand environment. • Experience - Proven experience in providing high level administrative support to senior management in a complex/ national organisation. • Skill - Proven ability to act with discretion and sensitivity and maintain confidentiality.
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. • 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>

