

POSITION DESCRIPTION

Position Title	Manager, Data and Evaluation		
Organisational Unit	Global and Education Pathways		
Functional Unit	Equity and Inclusion		
Nominated Supervisor	Associate Director, Equity and Inclusion		
Classification	HEW 8		
CDF Level	CDF2L	Position Number	10612118
Attendance Type	Full Time	Date reviewed	20-FEB-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 GLOBAL AND EDUCATION PATHWAYS

The Global and Education Pathways portfolio is responsible for the development and implementation of the University's strategic priorities in a range of key areas. Driving excellence, through its two Directorates of Global Engagement and Education Pathways, Global and Education Pathways has specific responsibility for the University's Global Strategy, Widening Participation and Student Retention Strategies and Student Veterans Support. Global Engagement has institutional responsibility for realising and achieving University's Global Strategy and for facilitating the university's global engagement activities.

Global Engagement has specific responsibility for the recruitment, admission, and ongoing support of international students at ACU in addition to managing global partnership collaboration, international network coordination and inbound and outbound exchange and study abroad programs. Global Engagement has institutional leadership responsibility for managing and supporting achievement of the university's global goals, plans and aspirations across the three key institutional activities of teaching, research and engagement. Education Pathways is responsible for access, pathways, transition and student experience of commencing domestic and international students across all ACU campuses. The directorate supports a range of ACU institutional strategies and strategic priorities led by the Office of the Provost and the Pro Vice-Chancellor, Global and Education Pathways. Education Pathways leads and supports, participation and success in tertiary education for a range of student cohorts, including equity groups, school and non-school leavers and Student veterans and their families.

Education Pathways has national responsibility for the ACU English Language Centre, Equity and Inclusion, the Foundation Studies Program, the Tertiary Preparation Program (Health Sciences), Diploma Pathway Programs, Diploma of Languages, Student Veteran Services, and Student Experience.

POSITION PURPOSE

The Manager Data and Evaluation, Equity and Inclusion role is responsible for leading the development of the Australian Catholic University (ACU)'s Widening Participation Evaluation Framework, with the goal of continuously improving and measuring the impact of ACU's student equity programs and ACU's Widening Participation Plan implementation work. Aligned with the Federal Government's Student Equity in Higher Education Evaluation Framework (SEEHEF), the Manager will develop data systems to enable institution-wide capture, analysis and reporting on Pre-Access, Access, Participation, Attainment and Transition key performance indicators, as well as program level evaluation data.

Working across the institution the Manager will design evaluation methodologies that will be embedded in both program design and implementation. The Manager will also develop a suite of capacity building tools that embed evaluative thinking, highlighting, and supporting the critical role of program staff in collecting data and recording their observations and experiences and those of participants.

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 Strategic Plan 2020-2023](#)
- [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
<p>ACU's Widening Participation Evaluation Framework</p> <p>Development of ACU's Widening Participation Evaluation Framework, aligned with the Federal Government national equity agenda that provides consistency in how equity activities are understood, described and implemented, and enhances the student voice, across both ACU and the sector.</p> <p>Articulate the framework into program and activity level evaluation plans that provide widening participation and equity program leads with clear direction and agency to embed evaluation activities within their activities.</p> <p>Collaborate with external staff and organisations, across the sector to ensure that ACU's Equity Evaluation Framework is drawing on best practice and provides opportunity for knowledge sharing.</p>	<p>The position contributes to activities; outcomes and goals; that are implemented and have impact across the University</p>
<p>Data and Systems</p> <p>The position is a Subject Matter Expert for equity data, liaising with key stakeholders to ensure the university is collecting and maintaining accurate institutional equity data to inform forecasting, strategies and programs.</p> <p>Working with key stakeholders in the development of an institution-wide database that can track student engagement and store activity evaluation data.</p>	<p>The position contributes to activities; outcomes and goals; that are implemented and have impact across the University</p>
<p>Analysis, Reporting and Dissemination</p> <p>Analysis of institutional data to track ACU's performance against equity targets.</p> <p>Analysis of activity and program level data and provide insights to equity program leads as to key improvements relevant to their programs and activities.</p> <p>Development of reporting templates for consistent reporting across the organisation.</p>	<p>The position contributes to activities; outcomes and goals; that are implemented and have impact across the University</p>

Responsibility	Scope
Support the Associate Director with federal reporting requirements.	
<p>Partnerships and Capacity Building</p> <p>Initiate and develop strong internal and external stakeholder management.</p> <p>Build collaborative relationships within ACU, across Directorates, Portfolios and with Faculties, as well as schools and government departments to support data collection, evaluation and analysis in relation to ACU's Widening Participation Plan and HEPPP funded Equity Work.</p> <p>Develop strong relationships with equity program leads to understand programs and provide data and evaluation support and guidance.</p>	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University
<p>Program and Activity Evaluation</p> <p>Design data collection tools in partnership with all relevant institution-wide stakeholders that successfully measure the objectives of the universities widening participation work including Pre-Access, Access, and Participation and Success Programs.</p> <p>Collate and analyse data, to draw meaningful insights into continuous improvement and impact of the university's widening participation work.</p> <p>Using consistent reporting templates, produce reports and recommendations in partnership with equity program leads that translate into national reporting templates, and can be disseminated across key stakeholders.</p> <p>Design and implement evaluation activities at a program level to contribute to a broader understanding of the impact of cumulative equity activities. This may include, but is not limited to, stakeholder evaluation activities, focus group and interviews with student participants and tracking student's post-secondary and university pathways.</p>	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University
<p>Grants and Governance</p> <p>Support the University in:</p> <ul style="list-style-type: none"> • submitting grants and proposals to government; • institutional reporting; implementing internal governance processes and liaison with key stakeholders to monitor progress on widening participation plan equity and inclusion activities. 	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University

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 will need to influence and win the support of others to achieve mutually beneficial outcomes.
The position provides solutions to problems or situations of critical importance to the University or deals difficult or emotional people.

SELECTION CRITERIA

Qualifications, skills, knowledge and experience:	<ul style="list-style-type: none"> Qualification - Post-graduate or progress towards postgraduate qualifications and extensive relevant experience; or equivalent combination of relevant experience and/or education/training. Knowledge - Sound understanding of the Australian tertiary education context including legislation and regulatory requirements, policy and governance practices. Experience - Demonstrated experience in leading evaluation activities, including the design of frameworks, data collection tools, analysis methodologies and reporting. Experience - Experience in designing and utilising database and analytical software. Skill - Excellent interpersonal and written communication skills, with the ability to identify impacts and recommendations for continuous improvement. Skill - Strong stakeholder management skills with the ability to influence others to bring about change in complex, collegial environment. Skill - Proven ability to demonstrate initiative, independently prioritise work, meet deadlines and produce high quality outcomes in situations that may require negotiated solutions between diverse organisational areas.
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. Understand the business environment in which ACU operates and adopt a university-wide point of view to seize opportunities and improve commercial viability. 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.
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>

