

POSITION DESCRIPTION

Position Title	Administrative Officer		
Organisational Unit	The Faculty of Education and Arts		
Functional Unit	National School of Arts and Humanities		
Nominated Supervisor	Team Leader		
Classification	HEW 5		
CDF Level	HEW 5 CDF1	Position Number	10606150
Attendance Type	Full Time	Date reviewed	05-SEP-2023

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 EDUCATION AND ARTS

The Faculty of Education and Arts hosts the National School of Education, the National School of Arts and Humanities, and two vibrant, multidisciplinary research institutes: the Institute for Learning Sciences and Teacher Education, and the Institute of Humanities and Social Sciences, as well as the Australian Centre for the Advancement of Literacy. The Faculty is recognised nationally and internationally as a leader in teacher education, and for its rapidly rising profile in the humanities and social sciences, especially in the disciplines of history, politics and sociology.

Operating across our campuses in Ballarat, Brisbane, Canberra, Melbourne, North Sydney, Strathfield, Blacktown and our Rome campus in Italy, the Faculty is home to a lively, multicultural community of more than 12,000 students and offers an engaging program of teaching and research for students and staff. Through its research collaborations, student exchange programs and community engagement initiatives, the Faculty also has strong connections with international universities and an array of government, not-for-profit and private organisations.

ABOUT THE NATIONAL SCHOOL OF ARTS AND HUMANITIES

The National School of Arts and Humanities is a thriving intellectual community of scholars with notable teaching and/or research strengths in key disciplines in the humanities, arts and social sciences. With numerous award-winning teachers, the School offers a diverse range of programs that develop graduates who are knowledgeable and articulate and recognised for their ability to think critically, communicate effectively, and apply ethical principles to decision-making in their life and work. In research, the School has a strong and growing reputation in History, Politics and Sociology. In ERA 2018 these disciplines received a 3-rating (at world standard), while the University received a 4-rating (above world standard) in Philosophy, which is situated in another Faculty. ACU was also ranked equal first in Australia for research engagement and impact in History.

Research and scholarship underpin the curriculum and teaching and shape the School's intellectual environment that values the pursuit of truth, the dignity of the human person, and the common good. ACU's recent ranking in the top 250 universities in the world for Arts and Humanities reflects the University's commitment to research and teaching excellence in core disciplines and reinforces our ambition to continue to build our national and international profile in these areas. Through its academic staff, the National School of Arts and Humanities has significant national and international connections and aims to develop new affiliations that will strengthen our academic reputation into the future.

LEARNING AND TEACHING

The Faculty of Education and Arts offers highly flexible national, online and multimodal programs where students can discuss, debate and analyse in virtual classrooms. Students have opportunities to address real situations through professional and community experiences. It is recognised not only for its supportive and nurturing learning environment, but also for its ability to prepare graduates who think critically, who are guided by social justice principles and are highly valued by the professions. Adding to its traditional strengths in primary and secondary teacher education, the education disciplines reflect key strengths in the areas of early childhood, mathematics and literacy education, assessment, educational leadership, religious education and wellbeing and inclusive education. The Arts disciplines prepare graduates to be critical thinkers and global citizens. The disciplines include Creative Arts, Humanities, International Development and Global Studies and the Social Sciences.

POSITION PURPOSE

The Administrative Officer provides a range of administrative support to the Discipline Deputy Heads of School, National Coordinator of Programs and Quality Assurance, and National Course Coordinators, and is a member of the administrative team that supports the work of the school. The incumbent undertakes general administration and is instrumental in progressing workflows to ensure the effective operation of the school.

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
Administer and support functions within the school, ensuring compliance with university policy, accuracy and completeness of documentation.	The position mainly contributes to activities; outcomes and goals within their immediate team or work unit
Provide administrative support and assistance to the Discipline Deputy Heads of School, National Coordinator Programs and Quality Assurance, Course Coordinators, academic staff and other administrative staff to help ensure the smooth operational running of the school.	The position mainly contributes to activities; outcomes and goals within their immediate team or work unit
Assist the National Coordinator Global and International and the International Programs Coordinator with the international portfolio for school-related units and courses. This includes creating and maintaining a database of international risk assessments; international partner organisations and agreements; and administrative aspects of mobility funding and grants.	The position mainly contributes to activities; outcomes and goals within their immediate team or work unit
Administer management of records, including, but not limited to, unit moderation and assessment benchmarking, LMS unit site quality assurance and checklists; database of permanent and sessional staff details, and School reports.	The position mainly contributes to activities; outcomes and goals within their immediate team or work unit
Assist with management of administrative procedures concerning student and course matters, including, but not limited to, results process, Honours program credit applications, student forms, and the supplementary assessment process.	The position mainly contributes to activities; outcomes and goals within their immediate team or work unit

Responsibility	Scope
Be the initial point of contact for resolving IT and other technological issues, prior to referral to the Service Central; order and maintain School supplies and equipment. Support new staff in securing IT access, keys, etc. and be point of first contact for Campus Concierge on a range of facilities issues.	The position mainly contributes to activities; outcomes and goals within their immediate team or work unit
Provide effective financial services, including purchasing, preparing invoices for payment, reconciliation of the School credit card, and administration of funds signed off by the approved Discipline Deputy Head of School.	The position mainly contributes to activities; outcomes and goals within their immediate team or work unit
Co-ordination of meetings, including, but not limited to, setting up a schedule of meetings annually, room bookings, catering, preparation and issuing of meeting documentation, and taking minutes of meetings.	The position mainly contributes to activities; outcomes and goals within their immediate team or work unit
Assist with marketing for Open Days, Information Sessions, and Orientation, in conjunction with the faculty/university Marketing 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 follow clear established procedures and is not required to review and suggest changes to current processes
The position solves problems that tend to be repetitive/cyclical on a regular basis.
The position mainly communicates with people within their work area.
This position does not have managerial responsibilities.

SELECTION CRITERIA

Qualifications, skills, knowledge and experience:	<ul style="list-style-type: none"> • Qualification - Relevant tertiary qualification or an appropriate combination of training and relevant experience, preferably within a tertiary institution. • Experience - Demonstrate experience supporting financial management activities. • Skill - Demonstrated high level computer skills, particularly competency in Microsoft Word, Excel and Access and capacity to gain skills in university software programs. • Skill - Demonstrated ability to effectively communicate verbally and in writing, with staff at all levels, including stakeholders external to the organisation. • Skill - An ability to use initiative and work collaboratively in a team environment to capitalise on all available expertise to deliver a stakeholder centric service. • Skill - Demonstrated ability to effectively plan work activity, prioritise time and resources using established processes and technologies to achieve optimum efficiency and effectiveness. • Knowledge - Knowledge of procedures and operations in a tertiary institution.
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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. • 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. • Plan work activity, prioritise time and resources using established ACU processes and technology to achieve optimum efficiency and effectiveness. • Make informed, evidence-based decisions by sourcing and interpreting University and business information.
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>