

## POSITION DESCRIPTION

<b>Position Title</b>	Senior Graduate Research School Officer		
<b>Organisational Unit</b>	Office of the Deputy Vice-Chancellor, Research and Enterprise		
<b>Functional Unit</b>	Graduate Research School		
<b>Nominated Supervisor</b>	Director, Graduate Research School		
<b>Classification</b>	HEW 8		
<b>CDF Level</b>	CDF1	<b>Position Number</b>	1060888o
<b>Attendance Type</b>	Full Time	<b>Date reviewed</b>	20-DEC-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 OFFICE OF THE DEPUTY VICE-CHANCELLOR, RESEARCH AND ENTERPRISE

The Deputy Vice-Chancellor, Research and Enterprise is responsible for leading the University's Research and Enterprise portfolio, to achieve sustainable excellence in the development of future research capability, effective infrastructure and systems, fundamental research, the translation of research, and the application of research. The Office of the Deputy Vice-Chancellor, Research and Enterprise incorporates Research Operations, Research Industry, Innovation and Translation, and Higher Degree Research, and works collaboratively within and across the University to drive the delivery of the Research and Enterprise plan - developing industry collaborations and commercialisation opportunities, delivering impactful, mission-based research to ACU's communities and stakeholders, managing policies, governance and finance, and undertaking analysis of research performance both domestically and internationally.

## POSITION PURPOSE

The Senior Graduate Research School Officer provides high level support and guidance to the Director, Graduate Research School, overseeing strategic initiatives and projects in support of the Graduate Research School. The position manages a range of the administrative and day to day operations supporting the Director in enhancing the University's Higher Degree Research program. This position works collaboratively within and beyond the portfolio to drive improvements across Higher Degree Research (HDR) administration, enhancing the HDR experience at ACU.

## 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
Research and prepare draft papers, reports, specialised briefs, proposals and presentations to support the Graduate Research Schools strategic initiatives, planning and decision making, highlighting any barriers and potential solutions.	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University

Responsibility	Scope
Oversee a diverse range of administrative activities that support graduate research supervisors and students, emphasising oversight, management and quality assurance, adherence to best practice and University policies, procedures and strategic priorities. Regular monitoring, reporting, and ensuring high standards are integral.	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit
Manage a range of projects and initiatives aimed at raising awareness and promoting ACU's Graduate Research Programs. This includes organising student events such as 3MT, Visualise Your Thesis, hosting seminars and fostering alumni engagement, etc.	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit
Work collaboratively with the Graduate Research School team to manage and coordinate projects aimed at continuously reviewing and improving business practices, operational processes, and service provision to enhance Graduate Research administration and the HDR experience at ACU.	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit
Ensure provision of high-quality data and reporting on all aspects of research training to inform the university planning process and assist ACU to achieve its research objectives.	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University
Conduct research, benchmarking, and in-depth analysis, investigate options and devise solutions and provide expert advice on complex administrative, resources and strategic matters.	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University
Manage and oversee risk, compliance, and quality assurance processes to support research training activities. This includes rigorous monitoring, reporting and alignment with university and legislative requirements.	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University
Other duties as assigned by the Director, Graduate Research School to support the delivery of research training and organisational goals.	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University

## HOW THE ROLE OPERATES

The position will have the freedom to implement changes to policies; processes and procedures based on their expertise.
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 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 or progress towards a postgraduate qualification, with extensive relevant experience and an excellent understanding of the tertiary</li> </ul>
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	<p>education sector; or an equivalent combination of relevant experience and/or training/education.</p> <ul style="list-style-type: none"> <li>• Skill - Sound ability in written expression and demonstrated experience in developing a range of professional reports for a variety of audiences.</li> <li>• Skill - Strong interpersonal skills and the ability to communicate effectively with a range of people at all levels both within and external to the organisation.</li> <li>• Skill - Strong organisational skills with the ability to prioritise multiple tasks and meet tight deadlines and a demonstrated ability to work autonomously.</li> <li>• Knowledge - Working knowledge of University research functions and understanding of the broad higher education research environment.</li> <li>• Skill - Demonstrated analytical and problem-solving skills and a high degree of attention to detail, with a proven ability to use initiative, investigate issues, collect and analyse data and to identify and recommend solutions.</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>• Take personal accountability for achieving the highest quality outcomes through understanding the ACU context, self-reflection, and aspiring to and striving for excellence.</li> <li>• Plan work activity, prioritise time and resources using established ACU processes and technology to achieve optimum efficiency and effectiveness.</li> </ul>
<b>Essential Attributes:</b>	<p>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.</p>
<b>Working with Children and vulnerable adults check</b>	<p>This role does not require a Working with Children Check.</p>

## REPORTING RELATIONSHIPS

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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>

