

## POSITION DESCRIPTION

<b>Position Title</b>	Executive Officer		
<b>Organisational Unit</b>	Corporate Services Portfolio		
<b>Functional Unit</b>	Professional Services Hub		
<b>Nominated Supervisor</b>	Director, Strategy & Operations		
<b>Classification</b>	HEW 6		
<b>CDF Level</b>	HEW 6 CDF1	<b>Position Number</b>	10608415
<b>Attendance Type</b>	Full Time	<b>Date reviewed</b>	28-NOV-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 CORPORATE SERVICES PORTFOLIO

The Corporate Services Portfolio enables and fosters an engaging student and workplace experience through services aligned to the Identity and Mission, and the Strategic Plan of the University. The Portfolio is comprised of the directorates of: Finance & Planning; Information Technology; Legal, Assurance & Governance; Marketing & External Relations; People & Capability; Professional Services Hub, Properties & Facilities; Student Administration and the Office of the Chief Operating Officer. The Portfolio's Professional Services Hub provides specialist support and resources that are integrated and delivered in a consistent way across the university. These services are provided to the directorates of the Portfolio and include Executive Officer shared support and Business Partners specialising in Finance, People & Capability and Service Improvements.

## POSITION PURPOSE

The Executive Officer forms a part of the executive support team within the Portfolio's 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.

The role will provide primary support to two Directors and operate as a community of practice across the Corporate Services Portfolio. In this context the Executive Officers work together to share best practice, streamline administrative tasks and mature the service support 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 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
Provide confidential administrative support to the Director based on an understanding of current priorities. Responsibilities include: <ul style="list-style-type: none"> <li>• Diary management;</li> <li>• Travel arrangements;</li> </ul>	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit

Responsibility	Scope
<ul style="list-style-type: none"> <li>Meeting preparation such as agendas and minutes;</li> <li>General technology assistance;</li> <li>Proof reading reports and documents; and</li> <li>Coordinating all documents and forms that require the authority of the Director.</li> </ul>	
Prepare, edit and send communications and correspondence on behalf of the Director, consistent with the Corporate Services/ACU brand.	The position mainly contributes to activities; outcomes and goals within their immediate team or work unit
<p>Support the director with monitoring and managing the annual budget, whilst ensuring accuracy and proper documentation. Responsibilities include:</p> <ul style="list-style-type: none"> <li>Liaise with Finance on financial expenditure and revenue matters;</li> <li>Understanding the Directorate budget, cost codes, delegated officers etc;</li> <li>Code and arrange approval of invoices for payment;</li> <li>Generate monthly budget reports to support reconciliation and corporate services reporting;</li> </ul>	The position mainly contributes to activities; outcomes and goals within their immediate team or work unit
<p>Coordinate on behalf of the Director:</p> <ul style="list-style-type: none"> <li>Annual staff progress plan meetings and documentation; and</li> <li>Prepare supporting 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.</li> </ul>	The position mainly contributes to activities; outcomes and goals within their immediate team or work unit
<p>Arrange meetings, conferences and/or events relating to organisational unit activities or Corporate Services initiatives including:</p> <ul style="list-style-type: none"> <li>Booking facilities and/or venues;</li> <li>Preparing agendas and related documentation; and</li> <li>Designing brochures, programs, and/or related documentation.</li> </ul>	The position mainly contributes to activities; outcomes and goals within their immediate team or work 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.	The position mainly contributes to activities; outcomes and goals within their immediate team or work unit
<p>Participate as active member of the Corporate Services Executive Officers Group within the Professional Services Hub. Build and maintain positive working relationships across the Corporate Service Executive Officer Group to support Corporate Services strategic priorities.</p> <p>Liaise with Director regarding agenda items and outcomes from Corporate Services Executive Officers Group meetings as required.</p>	The position mainly contributes to activities; outcomes and goals within their immediate team or work unit
<p>Provide secretarial support for committee meetings and other meetings as required. Follow up on actions required from the Office of the Director to ensure deadlines are met. Responsibilities include:</p>	The position mainly contributes to activities; outcomes and goals within their immediate team or work unit

Responsibility	Scope
<ul style="list-style-type: none"> <li>Preparation of draft agenda;</li> <li>Coordination of papers;</li> <li>Circulation of papers (maintenance of corporate file storage); and</li> <li>Taking minutes/preparing draft minutes.</li> </ul>	
Contribute to the development and implementation of administrative systems, processes and procedures within the Office of the Director and the Professional Services Hub. Support the Director in the appropriate application of policy, strategy delivery and project support.	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit
Provide secretarial and administrative support to the Corporate Services Portfolio Professional Services Hub and Executive committee members as required, to ensure the seamless delivery of services arising from staff movements.	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

<b>Qualifications, skills, knowledge and experience:</b>	<ul style="list-style-type: none"> <li>Qualification - A degree in Business Administration; or an equivalent combination of relevant experience and/or education/training.</li> <li>Skill - Proven experience in providing high level administrative support to senior management in a complex/national organisation.</li> <li>Experience - Proven ability to act with discretion and sensitivity and maintain confidentiality.</li> <li>Skill - High level of computer literacy and advanced user knowledge of Outlook and the Microsoft Office Suite.</li> <li>Skill - Demonstrated ability to communicate with purpose and impact by providing accurate, timely and clear information, listening and responding appropriately to others.</li> <li>Experience - Experience working in a tertiary environment (preferable).</li> <li>Experience - Experience in supporting Boards and Committees including the preparation of agendas, board papers and meeting minutes (preferable).</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> </ul>

	<ul style="list-style-type: none"> <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 of the University.</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>	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>

