

POSITION DESCRIPTION

Position Title	Senior Community Engagement Officer (Brisbane)		
Organisational Unit	ACU Engagement		
Functional Unit	ACU Engagement		
Nominated Supervisor	Manager, Community-Engaged Learning		
Classification	HEW 7		
CDF Level	CDF1	Position Number	10608945
Attendance Type	Full Time	Date reviewed	11-APR-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, five Associate Vice-Chancellors and 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 ACU ENGAGEMENT

As a Catholic university, ACU is a university of service. Inspired by our mission, we stand up for people in need and causes that matter. Because of this we are proud to be a sector leader in community engagement.

ACU Engagement is responsible for the development and implementation of ACU's Community Engagement Strategy that includes integration of community engagement into ACU's teaching and learning, research, and outreach across all Faculties and organisational units; contribution and expansion of community stakeholder relationships; and, broadening and deepening community engagement as a defining representation of the University's mission.

ACU Engagement collaborates with Campus Ministry, Faculties, Research Institutes and other operational units in order to achieve enhanced opportunities for our staff and students to experience community engagement that is both academically rich and exemplifies the principles of Catholic Social Teaching.

ACU Engagement also works to provide opportunities for ACU staff, students, and affiliates to contribute to their community in a manner that meets their skills, capabilities, and capacity; and to provide opportunities for our partner organisations to access the skills and resources of ACU to achieve goals that are mutually beneficial and in accord with our mission.

POSITION PURPOSE

The Senior Community Engagement Officer will work closely with the Manager, Community-Engaged Learning, the Associate Director, ACU Engagement, and other staff within the University to ensure the timely and effective delivery of ACU's community-engaged learning program and a range of community engagement and mission-related projects. The Senior Community Engagement Officer will also work closely with the Senior Community Engagement Officers at other campuses to further community engagement at ACU that is aligned to international standards of university-community relationships.

The Senior Community Engagement Officer develops and maintains relationships with multiple internal and external stakeholders of community-engaged learning at ACU and facilitate community-engaged learning and/or direct delivery of ACU community engagement projects at their local campus level. They will also provide leadership to the national community engagement team around a key focus area (e.g. risk management; professional learning for community-engaged staff; collection of impact data).

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 operational support to the Manager, Community-Engaged Learning, and the Associate Director on matters related to ACU's community-engaged learning program. This involves: <ul style="list-style-type: none"> • Development and maintenance of project management databases (e.g. InPlace, Education Partnerships Register); • Participation in and facilitation of meetings associated with community-engaged learning at ACU or the work of the community groups to which that learning is connected; • Monitoring and ensuring that projects progress as planned in terms of tasks and deadlines; • Monitoring and ensuring projects are implemented in accordance with ACU community engagement policies and protocols; • Effectively using impact data from multiple stakeholders to inform community-engaged learning and community partnerships (in collaboration with the Manager, Community-Engaged Learning, and the Impact and Evaluation Officer); • Developing effective communication regarding community engagement outcomes (e.g. report writing, presentations and contributing to public-facing communications); • Develop and maintain a key area of national responsibility area (e.g. risk management; professional learning 	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University
Develop and implement a strategy for the maintenance and growth of the assigned key area(s) of national responsibility.	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University
Develop and maintain local and national partnerships that support community-engaged learning at ACU	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University
Coordinate communication and logistics activities and projects across various campuses.	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University
Lead the design and development of identified community engagement projects where appropriate. This includes event planning and implementation, preparing meeting agendas and minutes, preparing communication material and being a key contact person for community engagement projects and strategies.	The position mainly contributes to activities; outcomes and goals within their immediate team or work unit
Design and deliver community engagement resources and materials including presentations, workshops and other training for ACU staff to promote activities and initiatives driven by ACU Engagement.	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University
Manage successful working relationships with key team members and stakeholders across all ACU campuses, faculties	The position contributes to activities; outcomes and goals; that are

Responsibility	Scope
and units to promote a collaborative environment for community engagement objectives and initiatives.	implemented and have impact across the University
Exercise high-level communication skills in liaising with community partners and other external stakeholders.	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 requires resilience and adaptability to be able to respond to changes in the sector and business landscape and identify areas of improvement.
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 - Completion of a graduate degree in social sciences or related discipline with subsequent relevant training and extensive relevant experience in a large and complex organisation. • Experience - High level planning and organisational skills, with the ability to manage a number of events/ projects at one time, achieve required outcomes and meet deadlines in a high-pressure environment. • Experience - Demonstrated ability to exercise initiative, to work independently, and to interact proactively, productively and constructively in a team environment. • Skill - High level of written communication skills including preparation and editing of draft documentation, with careful attention to detail. • Experience - Proven ability to work collaboratively with a diverse range of stakeholders such as students, academic and professional staff, external organisations and community groups. • Experience - Demonstrated experience in community engagement, action research, or other community-based activities.
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. • Communicate with purpose. Gain the support of others for actions that benefit ACU. Negotiate for mutually beneficial

	<p>outcomes that are aligned with the Mission, Vision and Values of the University.</p> <ul style="list-style-type: none"> 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	Evidence of the ability to work with children and/or vulnerable adults, and contribute to and protect their safety and wellbeing. The successful applicant of this position will be required to hold a valid working with children clearance for the State or Territory in which the position is located.

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>

