

POSITION DESCRIPTION

Position Title	Program Manager, Western Civilisation Program		
Organisational Unit	The Faculty of Education and Arts		
Functional Unit	Western Civilisation Program		
Nominated Supervisor	Director, Western Civilisation Program		
Classification	HEW 8		
CDF Level	HEW 8 CDF2M	Position Number	10611090
Attendance Type	Full Time	Date reviewed	21-JUN-2022

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 THE FACULTY OF EDUCATION AND ARTS

The Faculty of Education and Arts hosts the National School of Education, the National School of Arts, and two vibrant, multidisciplinary research institutes: the Institute for Learning Sciences and Teacher Education, and the Institute of Humanities and Social Sciences. 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 seven of our eight campuses which include 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 NATIONAL SCHOOL OF ARTS

The National School of Arts 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 School of Arts has significant national and international connections and aims to develop new affiliations that will strengthen our academic reputation into the future.

POSITION PURPOSE

The Program Manager, Western Civilisation Program, in conjunction with the Director, Western Civilisation Program, provides high-level and innovative administration, coordination, and management of the Western Civilisation Program, aligned with the Faculty of Education and Arts and University's strategic goals. The incumbent will play a key role in the institution-wide initiative to raise awareness of, and increase participation in ACU's Western Civilisation Program, while also collaborating with Program staff to support the operations and projects of the Program.

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 seamless support to the Director to enable delivery of the strategic goals of the Western Civilisation Program and Faculty of Education and Arts, with particular emphasis on increasing student recruitment and Program awareness.	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit.
Coordinate professional services within the Program by providing support and advice to academic staff in governance roles; developing student engagement and public engagement programs; and coordinating key events.	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit.
Coordinate the Program's core operations. This responsibility includes: • Monitoring budget and expenditure in collaboration with Faculty Finance Manager and Ramsay Centre CFO. • Overseeing HR operational matters in relation to Program academic staff. • Ensuring governance in accordance with ACU policy and procedures.	The position mainly contributes to activities; outcomes and goals within their immediate team or work unit
Coordinate engagement with the Ramsay Centre, including regular strategic and operational meetings.	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University.
Coordinate the production of the Program's Annual Report; collate material for the report throughout the year.	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit.
Provide strategic support and advice to academic staff regarding Program administration, student support, teaching support, and University policies and procedures.	The position mainly contributes to activities; outcomes and goals within their immediate team or work unit
Cultivate strategic relationships, both internal and external, in order to build synergies and further the goals of the Program: • Develop an engagement strategy. • Coordinate meetings and visits from key stakeholders. • Attend key networking events.	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University.
Provide leadership and direction to Program administration staff.	The position mainly contributes to activities; outcomes and goals within their immediate team or work unit

HOW THE ROLE OPERATES

The position will have the freedom to implement changes to policies; processes and procedures based on their expertise.
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:	• Qualification - Completion of, or progress towards a post-graduate qualification in a relevant discipline, or equivalent combination of qualifications and extensive experience in the Higher Education sector, particularly with regard to student recruitment and project / program management. • Skill - Excellent organisational skills and demonstrated ability to manage multiple responsibilities and competing deadlines whilst maintaining a high standard of work. • Experience - Demonstrated experience and skills in developing relationships with a diverse range of stakeholders, with the ability to consult, negotiate, influence, and communicate to an exceptional standard. • Experience - Event-management skills and experience, with demonstrated ability to collaborate effectively with internal and external stakeholders. • Skill - High-level report-writing skills with demonstrated experience creating complex documentation, such as annual reports, as well as high-level proficiency in the use of various IT and content management systems. • Knowledge - Knowledge of organisational policies, procedures, and processes regarding, in particular, learning and teaching and course administration, and demonstrated ability to guide stakeholders regarding the application of these. • Knowledge - Understanding of, and commitment to the vision and goals of a university Western Civilisation Program.
Core Competencies:	• 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. • Work collaboratively internally and externally to ACU to capitalise on all available expertise in pursuit of excellence. • Take personal accountability for achieving the highest quality outcomes through understanding the ACU context, self-reflection, and aspiring to and striving for excellence. • 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	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>

