

POSITION DESCRIPTION

Position Title	Executive Officer		
Organisational Unit	Campus Dean (Canberra)		
Functional Unit	Campus Dean (Canberra)		
Nominated Supervisor	Campus Dean (Canberra)		
Classification	HEW 6		
CDF Level	HEW 6 CDF1	Position Number	10607944
Attendance Type	Part Time	Date reviewed	27-JUL-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.

POSITION PURPOSE

The Executive Officer provides high level executive and administrative support to the Campus Dean. This is provided in the context of understanding University priorities, exercising appropriate judgment and discretion, coordinated management of administration, communication and workflow as well as dealing with a diverse range of stakeholders both internal and external. The position ensures the efficient operation of the Campus Dean's office on a day to day basis.

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 high level administrative support to the Campus Dean based on an understanding of current priorities. Responsibilities include: • Diary and travel management; • Management of incoming enquiries – from initial enquiry to completion – referring or escalating as appropriate; • Prepare, edit, proof-read and send documentation/ communication on behalf of the Campus Dean; • Prepare reports and advice for the Campus Dean on a range of matters; • Sourcing, extracting, collating and presenting data to support decision making of the Campus Dean; • Supporting the organisation of meetings for the Campus Dean. Preparing agendas and related documentation.	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University
Coordination of local events by: • Facilitating and overseeing the organisation of local campus events; • Liaising with Office of the Vice-Chancellor and President, Marketing and External Relations and other business units to assist with major events as required; • Acting as a point of contact for guests, visitors or enquiries in relation to Campus events including Open Day, Orientation and other major University events, in conjunction with the relevant business unit; • Provide local input into University and Campus annual calendars.	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University
Manage office related financial matters by: • Coordinating documentation requiring approval including invoices, expenses and credit card reconciliation;	The position mainly contributes to activities; outcomes and goals within their immediate team or work unit

Responsibility	Scope
The procurement of hardware, software, stationery and other office requirements (consistent with ACU policies).	
Establish and maintain frameworks and protocols within the Office of the Campus Dean that support efficient, standardised processes and work practices to enhance accuracy, timeliness and presentation of work and ensuring compliance with ACU policy and procedures.	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 both internal and external including Church, Government, education and business organisations, students and staff.	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University
Liaise with Office of Campus Leadership, Director and Program Officer as required.	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit
Other ad hoc administrative support duties appropriate to the level of this position as requested by the Campus Dean.	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 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

Qualifications, skills, knowledge and experience:	- Qualification - Relevant tertiary qualification(s) and/or extensive experience in a relevant administrative field. - Skill - Excellent oral, written and interpersonal communication skills with strong attention to detail and time management and a focus on client service. - Experience - Demonstrated experience in coordinating high level activities and support high level roles with administrative and financial functions. - Knowledge - High level of computer literacy and advanced user knowledge of Outlook and the Microsoft Office Suite including the capacity to use databases and corporate systems. - Skill - Ability to use initiative and demonstrated capacity to handle complex tasks while exercising good judgement. - Skill - Demonstrated ability to act with discretion and maintain confidentiality.
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.

	• Display openness and resilience, inspire others to change and act to make change happen with ACU's strategic goals and Mission at the heart of all outcomes. • 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. • 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	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>

