

## POSITION DESCRIPTION

<b>Position Title</b>	Community Engagement Administration Officer		
<b>Organisational Unit</b>	Vice President Portfolio		
<b>Functional Unit</b>	ACU Engagement		
<b>Nominated Supervisor</b>	Senior Community Engagement Officer		
<b>Higher Education Worker (HEW) Level</b>	HEW 4	<b>Campus/Location</b>	Brisbane
<b>CDF Achievement Level</b>	1 All Staff	<b>Work Area Position Code</b>	14148
<b>Employment Type</b>	Part-time (0.6 FTE) continuing	<b>Date reviewed</b>	6 February 2020

### 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.

In order to be agents of change in the world, we all need to see life through the eyes of others. We believe that our role as a university is to inspire and equip people to make a difference – and that means cultivating their ability to act and think empathetically.

We hope that you might champion these values, and work with us to create a place of learning that is not only the envy of the world, but the making of it.

The structure to support this complex and national University consists of:

- Provost and Deputy Vice-Chancellor (Academic)
- Chief Operating Officer & Deputy Vice-Chancellor (Administration)
- Deputy Vice-Chancellor (Research)
- Deputy Vice-Chancellor (Education and Innovation)
- Deputy Vice-Chancellor (Coordination)
- Vice President

Each portfolio consists of a number of 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.

## **ABOUT ACU ENGAGEMENT**

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Australian Catholic University (ACU) is a university of service. Inspired by a heartfelt ethical position: we stand up for people in need and causes that matter. As part of this position, we're a leading institution in community engagement.

The Pro Vice-Chancellor (Engagement) is responsible for the development and implementation of ACU's Community Engagement Strategy that includes integration of community engagement into ACU's curriculum across all Faculties; 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 Identity and Mission, Faculties, 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 Catholic Social Principles.

ACU Engagement also works to provide opportunities for ACU staff, students, alumni and affiliates to contribute to their community 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 consistent with the ACU Mission.

The Pro Vice-Chancellor, Engagement is also responsible for the development and implementation of strategic frameworks that implement the measurement of research engagement and impact.

## **POSITION PURPOSE**

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The Community Engagement Administration Officer provides a range of administrative support to the Senior Community Engagement Officer at the McAuley Campus (Brisbane) and is an active member of the national administration team. The incumbent will support administrative functions for local community engagement programs and opportunities, and work with other staff within ACU Engagement, to ensure the timely and effective delivery of a range of community engagement and mission related projects.

This position will participate in Engagement programs that may involve direct contact with children and/or vulnerable people.

## **POSITION RESPONSIBILITIES**

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### **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 2015-2020
- Catholic Identity and Mission
- ACU Capability Development Framework
- Higher Education Standards Framework
- ACU Service Principles
- ACU Staff Enterprise Agreement including provisions in relation to Performance Excellence

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.

### Key responsibilities

Key responsibilities specific to this position	Relevant Core Competences ( <a href="#">Capability Development Framework</a> )	Scope of contribution to the University			
		Within the work unit or team	School or Campus	Faculty or Directorate	Across the University
<p>Provide operational support to Senior Community Engagement Officer (Brisbane) and the National Community Engagement Manager on a range of community engagement projects, aimed at achieving ACU's vision for community engagement. This involves and is not limited to:</p> <ul style="list-style-type: none"> <li>• Develop and maintain local project management databases with guidance from the Senior Community Engagement Officer (Brisbane);</li> <li>• Attend meetings associated with community engagement projects or the work of the community groups to which the projects are connected to maintain project knowledge and assist with project coordination;</li> <li>• Monitor and ensure that projects progress as planned in terms of tasks and deadlines by following up with stakeholders, monitoring resources and coordinating activities, as well as highlighting any concerns regarding progress with the Senior Community Engagement Officer.</li> <li>• Monitor and ensure projects are implemented in accordance with ACU community engagement policies and protocols;</li> <li>• Coordinate community engagement programs as required, conducted on or off ACU campus locations including recruitment of</li> </ul>	<ul style="list-style-type: none"> <li>• Know ACU Work Processes and Systems</li> <li>• Communicate with Impact</li> <li>• Collaborate Effectively</li> </ul>	✓	✓		✓

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students, event management, creating run sheets and preparing resources. Assist the Senior Community Engagement Officer (Brisbane) with screening potential community engagement partners using the Placement Screening Toolkit.					
<ul style="list-style-type: none"> <li>Assist the Senior Community Engagement Officer (Brisbane) in administering orientation, planning, briefing and debriefing sessions to ACU staff, students and alumni who have registered to volunteer in community engagement programs.</li> <li>Maintain community engagement program records, including records of activities and evaluations.</li> <li>Provide support to the Senior Community Engagement Officer (Brisbane) and National Community Engagement Manager in relation to event planning and implementation, preparing meeting agendas and minutes, preparing communication material.</li> </ul>	<ul style="list-style-type: none"> <li>Collaborate Effectively</li> <li>Know ACU Work Processes and Systems</li> <li>Be Responsible and Accountable for Achieving Excellence</li> <li>Communicate with Impact</li> </ul>	✓	✓		
Assist the Senior Community Engagement Officer (Brisbane) with the design and delivery of community engagement resources and materials including presentations, workshops and other training for ACU staff to assist with promotion of community engagement, the community engagement principles and the work of the ACU Engagement team across the university.	<ul style="list-style-type: none"> <li>Communicate with Impact</li> <li>Deliver Stakeholder Centric Service</li> </ul>	✓			

Key responsibilities specific to this position	Relevant Core Competences ( <a href="#">Capability Development Framework</a> )	Scope of contribution to the University			
		Within the work unit or team	School or Campus	Faculty or Directorate	Across the University
Exercise high level communication and organisational skills: liaison with community partners, project staff, key stakeholders (external and internal) and people from diverse backgrounds	<ul style="list-style-type: none"> <li>• Deliver Stakeholder Centric Service</li> <li>• Collaborate Effectively</li> <li>• Communicate with Impact</li> </ul>	✓	✓	✓	✓
Contribute to activities of the national administration team, and assisting ACU Engagement team members where required.	<ul style="list-style-type: none"> <li>• Know ACU Work Processes and systems</li> <li>• Collaborate effectively</li> </ul>	✓	✓	✓	✓
Assist ACU Engagement staff, when required, with finance-related processing, including credit card reconciliations and processing invoices for approval, and online travel bookings.	<ul style="list-style-type: none"> <li>• Know ACU Work Processes and Systems</li> </ul>	✓			
Participate as active member of ACU Engagement and broader Vice President Portfolio.	<ul style="list-style-type: none"> <li>• Collaborate Effectively</li> <li>• Communicate with Impact</li> </ul>	✓			✓

## HOW THE ROLE OPERATES

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### Key Challenges and Problem Solving

- Work across multiple faculties and units to communicate and promote a collaborative understanding of community engagement at ACU.
- Assist the Senior Community Engagement Officer (Brisbane) to provide guidance and support to ACU staff, students and volunteers as required to ensure the effective and collaborative nature of projects.
- Manage workloads to effectively achieve the community engagement and mission outcomes and outputs of relevant community engagement projects.
- Provide support to the Senior Community Engagement Officer (Brisbane) regarding the design and development of identified community engagement projects.
- As part of the ACU Engagement team, liaise with faculty and institute staff to ensure the inclusion of ACU staff and students in community engagement projects.
- Provide appropriate referrals to support systems to ACU students, staff and/or alumni who have raised personal or wellbeing concerns as a result of their community engagement-related interactions with marginalised or disadvantaged individuals in the community, within the position's scope of authority and understanding when to escalate the matter to the supervisor.
- Work with the ACU Engagement national administration team and carry out administrative tasks as required.

- Provide administrative support to ACU Engagement staff as required, in relation to various finance processes such as credit card reconciliations, invoice processing for approval, and online travel bookings for ACU Engagement staff.

### **Decision Making / Authority to Act**

- The position holder will work with the Senior Community Engagement Officer (Brisbane) to inform, innovate and generate projects of interest which align with the unit's mission and key purpose.
- The position holder may make decisions appropriate to the position level, and provide advice in relation to community engagement projects, support needs and administrative services, and will refer more complex matters to the Senior Community Engagement Officer (Brisbane).
- The position holder responds to routine enquiries, and completes administrative functions associated with community engagement programs and opportunities.
- The position holder may be asked to have some input on administrative procedures and processes, but ultimately authority on administrative procedures remains with the nominated supervisor, and in line with the University's and organisational unit's policies and procedures.

### **Communication / Working Relationships**

- The position holder works closely with the Senior Community Engagement Officer (Brisbane) to communicate with staff and community partners and is assists in developing relationships and promoting the services, events and current projects of ACU's Community Engagement team.
- The position holder will be required to communicate with the broader ACU Engagement team, with ACU students, staff and alumni to successfully complete administrative functions of ACU Engagement in Brisbane.
- The position holder will need to communicate regularly with the nominated supervisor in order to understand project and administrative priorities as they arise.

## Reporting Relationships Community Engagement Administration Officer (Brisbane)



For further information about structure of the University refer to the [organisation chart](#).

## SELECTION CRITERIA

Qualifications and Capability	
<b>Qualifications, skills, knowledge and experience</b>	
1.	A minimum completion of an associate diploma and at least 2 years subsequent relevant work experience; or completion of a post-trades certificate or advanced certificate and extensive relevant experience as a technician; or an equivalent combination of relevant experience and/or education/training.
2.	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.
3.	Demonstrated ability to exercise initiative, to work independently, and to interact proactively, productively and constructively in a team environment.
4.	High level of written communication skills, including preparation and editing of draft documentation, with careful attention to detail.
<b>Core Competencies (as per the <a href="#">Capability Development Framework</a>)</b>	
5.	Live ACU's Mission, Vision and Values: 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.
6.	Collaborate Effectively: Work collaboratively internally and externally to ACU to capitalise on all available expertise in pursuit of excellence.
7.	Communicate with Impact: 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.

<b>Qualifications and Capability</b>	
8.	Be Responsible and Accountable for Achieving Excellence: Take personal accountability for achieving the highest quality outcomes through understanding the ACU context, self-reflection, and aspiring to and striving for excellence.
9.	Know ACU Work Processes and Systems: Plan work activity, prioritise time and resources using established ACU processes and technology to achieve optimum efficiency and effectiveness.
<b>Other attributes</b>	
10.	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.
11.	Evidence of ability to work with children, and contribute to and protect their safety and wellbeing. The successful applicant will be required to hold a valid working with children clearance for the State or Territory in which the position is located.