

## POSITION DESCRIPTION

<b>Position Title</b>	Counsellor		
<b>Organisational Unit</b>	The Student Success Directorate		
<b>Functional Unit</b>	Counselling		
<b>Nominated Supervisor</b>	National Manager, Counselling		
<b>Classification</b>	HEW 8		
<b>CDF Level</b>	HEW 8 CDF <sub>1</sub>	<b>Position Number</b>	10600480
<b>Attendance Type</b>	Full Time	<b>Date reviewed</b>	20-OCT-2021

## 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 STUDENT SUCCESS DIRECTORATE

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As part of the wider portfolio of the Chief Operating Officer & Deputy Vice-Chancellor, the Student Success Directorate (SSD) provides students with support services to promote student engagement in university life; to provide opportunities for the development of student leadership; and to provide opportunities for students to develop graduate attributes making them career ready professionals.

The Student Success Directorate is responsible for supporting student associations including the ACU National Student Association (ACUNSA), the Postgraduate Association (PGA), and clubs and societies. SSD is also responsible for the delivery of university-wide initiatives that comply with regulatory and statutory requirements, such as Respect. Now. Always. (RNA) and Safeguarding Children and Vulnerable Adults.

The Director, Student Success manages and leads the professional support services for students which are delivered across the University. These services aim to provide every student with opportunities to assist them with achieving their academic and personal goals.

Student support is available through the following service areas:

- Career Development Service
- Counselling Service
- Disability Service
- Student Life
- Student Advocacy Service.

## ABOUT COUNSELLING

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Counselling is a Service within the SSD and is an integrated unit composed of professional staff who provide a free and confidential service to support students during their time at ACU.

Counsellors are either Psychologists or Social Workers who work in an inclusive way. They assist students via one-to-one counselling, psychoeducational groups and the provision of relevant resources and referral.

The Student Success Directorate (SSD) provides students with support services to promote student engagement in university life, opportunities for student leadership development and opportunities for students to develop graduate attributes making them career-ready professionals.

## POSITION PURPOSE

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Counsellors are either Psychologists or Social Workers who work in an inclusive way. They assist students via one-to-one counselling, psychoeducational groups and the provision of relevant resources and referral. The Counsellor provides quality professional counselling services to students who require psycho-social support to fully realise their personal and academic goals. It contributes to the overall mission and learning context of the University by raising awareness of and responding to the concerns of students. The position reports to the Manager, Counselling, who provides direction and supervision as required. The Counsellor works with other staff across the University.

'The filling of this position is intended to constitute a special/equal opportunity measure under section 8(1) of the Racial Discrimination Act 1975 (Cth), and s 8(4) of the Charter of Human Rights and Responsibilities Act 2006 (Vic).

The position is therefore only open to Aboriginal or Torres Strait Islander applicants.'

This position provides culturally informed quality professional counselling services to a diverse range of students who require psycho-social support to fully realise their personal, cultural and academic goals. It contributes to the overall mission and learning context of the University by raising awareness of and responding to the concerns of students. A particular focus of this role is to engage in the support of the campuses Aboriginal and Torres Strait Islander students.

## KEY 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 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 culturally informed psycho-social counselling services, information and resources to students from diverse social and cultural backgrounds in relation to their personal and cultural wellbeing.	The position mainly contributes to activities; outcomes and goals within their immediate team or work unit
Provide assessment and referral where appropriate to other Aboriginal and Torres Strait Islander and mainstream agencies and professionals.	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit
Liaise and/or advocate with appropriate staff regarding student needs.	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University
Contribute to the achievement of Counselling Service Operational Plans which includes planning and implementing outreach activities and individual counselling according to the annual work schedules.	The position mainly contributes to activities; outcomes and goals within their immediate team or work unit
Provide advice and recommendations as required on matters involving counselling activities or the personal wellbeing of students generally or on situations involving the welfare of individual students, particularly where urgent action is required e.g. crises.	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit
Maintain a sound knowledge base of legislative policy as it relates to counselling practice and the higher education sector including the renewal of membership to professional	The position mainly contributes to activities; outcomes and goals within their immediate team or work unit

Responsibility	Scope
organisation and Working with Children Check (WWC) credentials.	
Maintain strong collegial working relationships with other staff members within the Student Success Directorate and other departments such as the Indigenous Higher Education Unit within ACU as well as with relevant external bodies as appropriate.	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University
Contribute to the collation of data. Including maintenance and security of records, and information sources in line with the University's record management and privacy policies.	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University
In consultation with the National Manager, Counselling, participate and contribute to strategic projects to enhance student's personal and social adjustment to university.	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 seeks and creates business opportunities for the organisation by liaising with a range of external stakeholders.
This position does not have managerial responsibilities.

## SELECTION CRITERIA

<b>Qualifications, skills, knowledge and experience:</b>	<ul style="list-style-type: none"> <li>• Qualification - Identification as Aboriginal or Torres Strait Islander. Australian Catholic University considers that the role is intended to constitute a special/equal opportunity measure.</li> <li>• Qualification - Completion of or progress towards postgraduate qualifications in Social Work, Psychology or Counselling including registration as a Psychologist and/or full membership with the Australian Association of Social Workers (please supply a copy of your AASW membership).</li> <li>• Knowledge - Knowledge and understanding of relevant legislative, ethical and practice requirements e.g. confidentiality, privacy, anti-discrimination, mandatory reporting.</li> <li>• Experience - Demonstrated experience and effectiveness in counselling young adults from diverse social and cultural backgrounds with a broad range of presenting issues and applying ethical practice principles. Demonstrated commitment to cultural diversity, including Aboriginal and Torres Strait Islander peoples.</li> <li>• Knowledge - Knowledge and understanding of the broader service system and demonstrated capacity to facilitate appropriate and effective referrals as needed.</li> <li>• Experience - Demonstrated ability to plan, implement and evaluate groups and/or training and development workshops, particularly with an outreach focus.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Experience - Proven ability to work autonomously, and effectively as a member of a team, with high levels of accountability. Capacity to balance outreach programs with the provision of individual counselling services.</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> <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>• Take personal accountability for achieving the highest quality outcomes through understanding the ACU context, self-reflection, and aspiring to and striving for excellence.</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>	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>

