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| POSITION Review (Senior Staff) |

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| **INSTRUCTIONS FOR COMPLETING THE POSITON REVIEW:** |
| The purpose of this Position Review is to create a new position supported by an accurate position description within your organisational unit. |
| **Prior to commencing this Position Review:**   1. A text box or hashtag # indicates that text input in required. 2. Where check boxes are provided, please select the appropriate response. 3. Remember that you are describing the content and requirements of the position at Australian Catholic University. Your descriptions and response to the questions are focussed on what is needed to regularly perform the normal requirements of the position at an acceptable and consistent level, not duties performed on an irregular basis.   *If you require further assistance with completing this Position Review process, please visit Service Central or* *call (07) 3623 7272* |
| **Upon completion of this Position Review:**  Please forward this Position Review to [Service Central](https://sso.acu.edu.au/authenticationendpoint/login.do?RelayState=https%3A%2F%2Facu.service-now.com%2Fservice_central%3Fid%3Dservice%26sys_id%3D9aca9c4ddbf0a3404f95cae43a961946&commonAuthCallerPath=%2Fsamlsso&forceAuth=true&passiveAuth=false&tenantDomain=carbon.super&sessionDataKey=83375425-d196-4381-831c-d4d909c3c053&relyingParty=https%3A%2F%2Facu.service-now.com&type=samlsso&sp=ServiceCentral_Prod&isSaaSApp=true&authenticators=BasicAuthenticator:LOCAL) with the Subject of ‘Position Review Request’. A HR staff member will review the Position Review and contact you for further steps in the process. |

**PART 1 – APPLICATION DETAILS AND APPROVAL**

1. **REASON FOR SUBMISSION**

Please  tick reason below:

***Classification Application for new position:****Briefly outline in the text box below, the position and where it fits within the functional unit. Where the position is involved in an Organisational Change process, outline any changes to the position and where the position sits within the context of the Organisational Structure. Where the request is to duplicate an existing classified position please advise where the existing position is located.*

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***Updated Documentation:****Briefly outline in the text box below, the reasons for the update to the position and outline relevant changes that have occurred. Where the position is involved in an Organisational Change process, outline any changes to the position and where the position sits within the context of the Organisational Structure.*

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**2. APPROVAL OF DOCUMENTATION**

The below signatories certify that the information supplied is factual.

**NOMINATED SUPERVISOR**

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | | |
| Signature: |  | Date: |  |

**MEMBER OF THE EXECUTIVE**

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | | |
| Signature: |  | Date: |  |

**PART 2 – POSITION DESCRIPTION**

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| --- | --- | --- | --- |
| **Position Title** | # | | |
| **Organisational Unit** | # | | |
| **Functional Unit** | # | | |
| **Nominated Supervisor** | # | | |
| **Classification** | Executive/Management Group | **Campus/Location** | # |
| **CDF Achievement Level** | ***HR to assign***  1) Management  2) Executive Leadership  3) Senior Executive Leadership | **Position Number** | ***HR to assign if not an existing position*** |
| **Employment Type** | Select One Full-time, Part-time, Fixed term (based on performance and formal review) | **Date reviewed** | # |

**ABOUT ACU AND PORTFOLIO STATEMENTS**

Human Resources will add in Organisational Statements about Australian Catholic University and the Portfolio that have been approved for use by the relevant Member of the Executive. If a specific description of a team is required this is to be added to the statements, please do so in the Position Purpose text box provided below.

**POSITION PURPOSE**

*The position purpose provides broad outline of why the position exists. Describe in brief sentences what the position does and what the position is expected to achieve, and the behaviours needed to achieve it.*

*Examples:*

*The Associate Director, Development & Major Projects is responsible for the successful delivery and leadership of Capital Development and related projects within the Facilities Directorate.*

*This will involve the effective management of minor and major projects across a range of stakeholders and involve direct and indirect leadership of internal staff, contractors and external consultants to ensure projects meet the strategic requirements of the Directorate and University.*

*The position holder will plan and implement solutions that fulfil the strategic and operational plans of the Properties Directorate, in line with the mission, vision and goals of the University.*

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**DIMENSIONS**

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| **Key Dimensions** | **Number of reports / $ Value of Operating Budget** |
| Number of Direct Reports: |  |
| Number of Indirect Reports: |  |
| Annual Operating Budget of position: | $ |
| Operating Budget of Organisational Unit: | $ |
| Annual Operating Budget of ACU: | $ |

**POSITION 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](https://www.acu.edu.au/about-acu/acu-2023)

[Catholic Identity and Mission](https://www.acu.edu.au/about-acu/mission-identity-and-values)

[ACU Capability Development Framework](https://staff.acu.edu.au/tools_and_services/learning%20and%20development/capability%20development%20framework%20development%20guide)

[Higher Education Standards Framework](https://www.teqsa.gov.au/higher-education-standards-framework-2015)

[ACU Service Excellence Framework](https://staff.acu.edu.au/our_university/service_excellence/service_excellence_framework)

The [Capability Development Framework](https://staff.acu.edu.au/tools_and_services/learning%20and%20development/capability%20development%20framework%20development%20guide/capability%20development%20framework%20resources) 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 are the important tasks that the position undertakes for most of the time. Each responsibility should state the outcome expected to be achieved. Introduce each responsibility with an active verb, e.g. "Coordinate", "Manage", "Develop", "Supervise", "Process" etc.

In the table below, list up to ten (10) Key Responsibilities. Describe each Key Responsibility and list the most important at the top.

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| **Key Responsibilities specific to this position** | **Key Performance Criteria** |
| #***eg “Strategic Leadership” or “Stakeholder Management”*** | # |
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**SELECTION CRITERIA**

**Qualifications, Skills, Knowledge and Experience**

This section sets out the qualifications, skills, knowledge, experience and competencies expected of the position holder. These are informed by the key responsibilities of the position and the Core Competencies set out in the Capability Development Framework.

Opportunities to develop capability are provided through the development programs coordinated by internal providers of professional development. See the [Training and Development website](http://www.acu.edu.au/staff/our_university/training_and_development) for more information.

In the table below, list the selection criteria for the position, keep to a maximum of eight (8). Describe each of the criteria and list the most important at the top.

| **Qualification Description** | | **Qualification Type**  **(Experience, Knowledge, Qualification, Skill)** |
| --- | --- | --- |
|  | # | # |
|  | # | # |
|  | # | # |
|  | # | # |
|  | # | # |
|  | # | # |
|  | # | # |
|  | # | # |

**CORE COMPETENCIES**

The ten (10) Core Competencies are the foundation to the successful achievement of our Strategic Plan. They describe the areas that we need to focus on in our work to achieve excellence.

ACU's Capability Development Framework (CDF) describes the competencies we look for, encourage and nurture in all ACU staff to achieve our strategy and support our Mission. The competencies provide staff with guidance on how to strengthen capability in their current position and understand expectations for potential future positions. For further information about the CDF click [here.](https://staff.acu.edu.au/tools_and_services/learning%20and%20development/capability%20development%20framework%20development%20guide/capability%20development%20framework%20resources)

**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, is a mandatory core competency of all positions at ACU.**

In the table below, please  an additional four (4) core competencies that are required to perform the position well and are competencies you want to explore further during a recruitment process.

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| CDF11 | Apply Commercial Acumen: Understand the business environment in which ACU operates and adopt a University-wide point of view to seize opportunities and improve commercial viability. |  |
| CDF21 | Adapt to and Lead Change: Display openness and resilience, inspire others to change and act to make change happen with ACU’s interests, strategic goals and Mission at the heart of all outcomes. |  |
| CDF31 | Deliver Stakeholder Centric Service: Keep stakeholder interests at the core of ACU business decisions and ACU service excellence as a top priority. See the [ACU Service Delivery Model](https://staff.acu.edu.au/__data/assets/pdf_file/0009/629919/service-delivery-model-pages.pdf). |  |
| CDF41 | Collaborate Effectively: Work collaboratively internally and externally to ACU to capitalise on all available expertise in pursuit of excellence. |  |
| CDF51 | 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. |  |
| CDF61 | Coach and Develop: Coach and develop self and others through setting clear expectations, managing performance and developing required capabilities to establish a culture of learning and improvement. |  |
| CDF71 | 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. |  |
| CDF81 | 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. |  |
| CDF91 | Make Informed Decisions: Make informed, evidence-based decisions by sourcing and interpreting University and business information. |  |

**ESSENTIAL ATTRIBUTES**

This is a mandatory attribute that will be included in the Position Description for each position in the Organisational Structure.

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| *“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/OR VULNERABLE PEOPLE**

In the table below, please  any statement that applies to this position.

For further information about protecting children and vulnerable adults, including useful links, please click [here](https://policies.acu.edu.au/human-resources/health_safety_and_well-being/protecting_children_and_vulnerable_adults2).

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| This position requires a Working with Children Check (WWCC) and/or Work with Vulnerable People Check (WWVP) (ACT only) |  |
| The position interacts with primary or high school aged students as part of the duties of the position. |  |
| The position engages with children on a one on one setting. |  |
| The child related activity and engagement is research related. |  |
| The child related activity and engagement takes place offsite (outside the University campus) |  |
| The position does not require a Working with Children Check (WWCC) |  |

**COMPETITION AND CONSUMER PROTECTION TRAINING**

Positions that may be involved in business transactions or external communications with customers and suppliers may require Competition and Consumer Protection training to be completed.

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| Please  tick the box if Competition and Consumer Protection training is required for this position |  |

**POSITION EVALUATION**

**Key Challenges and Problem Solving**

*Describe the most difficult types of problems or the key challenges faced in performing the tasks of this position.*

*Include 5 – 7 challenges that outline what is complex, difficult or challenging about the position and include reference to factors that are internal and external to the University, for example technical, policies and procedures, funding, industrial, and academic*

*Examples:*

* *Implement new systems within the agreed budget, timeframe and quality standards, given the technical issues to be resolved and the work involved in system migration*
* *Maintain currency of University policy and procedure in response to changing/new legislation/industry requirements*
* *Implement effective processes to ensure accurate entry of financial information into accounting systems and meet tight deadlines*
* *Determining the most effective distribution of resources to deliver services across seven campuses, given the large geographical spread*

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**Decision Making / Authority to Act**

*This section explores the freedom the position has to make work related decisions and the way in which the position typically considers alternatives or options when addressing relevant issues or problems.*

*Write one or two statements about the authority of the position e.g. areas where the position can make decisions or take action, reliance on information or advice provided by the position, the weight given to its recommendations and the guidance available to it. Examples:*

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| **Decisions Expected** | **Decisions Recommended** |
| *Example:*   * *Strategies to improve the efficiency and effectiveness of services provided* * *Management of staffing requirements and development initiatives* | *Example:*   * *Recommendations on system development needs* * *Staffing and resource requirements* |
| **Decisions Expected** | **Decisions Recommended** |
|  |  |

**Communication / Working Relationships**

*Describe the main parties (internal and external) this position communicates and collaborates with, and key reasons for contact (e.g. to persuade, collaborate, provide information, advise, recommend, manage)*

*List the key committees this position participates in and describe the nature of their position.*

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| **Key Relationships** | **Purpose** |
| **Internal:** | |
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| **External:** | |
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| **Committee Participation:** | |
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**REPORTING RELATIONSHIPS**

Insert an Organisational Unit chart of the full team/unit.

For further information about structure of the University refer to the [Organisational Chart](https://www.acu.edu.au/about-acu/leadership-and-governance/leadership/organisational-structure).