

## POSITION DESCRIPTION

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|--|---|--------------------------------|--------------|
| <b>Position Title</b>                      | Policy and Projects Manager               |                                |              |
| <b>Organisational Unit</b>                 | Government, Policy and Strategy           |                                |              |
| <b>Functional Unit</b>                     | Patrick McMahon Glynn Institute           |                                |              |
| <b>Nominated Supervisor</b>                | Director, Patrick McMahon Glynn Institute |                                |              |
| <b>Higher Education Worker (HEW) Level</b> | HEW Level 9                               | <b>Campus/Location</b>         | North Sydney |
| <b>CDF Achievement Level</b>               | 1 All Staff                               | <b>Work Area Position Code</b> | 14041        |
| <b>Employment Type</b>                     | Full-time, Fixed term                     | <b>Date reviewed</b>           | July 2017    |

## 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.*

Australian Catholic University (ACU) is both a Catholic University and a public institution within the Australian higher education sector. ACU is an inclusive community which welcomes students and staff of all beliefs. The University is committed to a strong Catholic ethos and seeks to foster and promote teaching and learning, research and scholarship, and community engagement in the Christian tradition. As valued members of our community, all staff members are expected to have an understanding of ACU's [Mission](#) and values and to demonstrate an active contribution to them.

The University shares with universities worldwide a commitment to quality in teaching, research and service. It aspires to be a community characterised by free enquiry and academic integrity.

The University chooses to focus on areas of teaching and research that are closely connected with its particular character as a University that is Catholic, public and national. The focus areas are Theology and Philosophy, Health, Education, and the Common Good and Social Justice.

ACU has over 2,500 staff supporting more than 34,000 students across seven campuses – Adelaide, Ballarat, Brisbane, Canberra, Melbourne, North Sydney Strathfield and Rome.

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

- Provost
- Chief Operating Officer & Deputy Vice-Chancellor
- Deputy Vice-Chancellor, Research
- Deputy Vice-Chancellor, Students, Learning and Teaching
- Vice President
- Pro Vice-Chancellor Assisting the Vice-Chancellor and President

Each portfolio consists of a number of Faculties, Research Institutes or Directorates. The Directorate of Identity and Mission 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.

The University pursues performance excellence and offers an environment where staff are valued and rewarded. Staff are expected to demonstrate a commitment to continuous improvement and to participate fully in resolving issues to

achieve and maintain quality standards relevant to role. Further information about a career with ACU is available at [www.acu.edu.au](http://www.acu.edu.au).

ACU is committed to diversity and social inclusion in its employment practices. Applications from Aboriginal and Torres Strait Islander people, people with disabilities and people from culturally diverse groups are encouraged.

## **ABOUT THE PM GLYNN INSTITUTE**

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The PM Glynn Institute was established by Australian Catholic University in early 2016 to provide the Catholic community with a standing capacity to analyse public policy issues of concern not only to the Catholic Church and its services, but to the wider Australian community as well.

The PM Glynn Institute is named after Patrick McMahon Glynn (1855-1931). One of the founders of the Commonwealth of Australia, he contributed to public life as a barrister, writer and parliamentarian, serving as a minister in three Federal governments.

The Institute's work is shaped by the proposition that understanding the contemporary world also means considering religion and the foundations of faith as important and enduring features of the social and political landscape, both in Australia and globally.

Its role is to generate new approaches and new thinking on public policy issues, and to develop well-supported and practical proposals to address them.

## **ABOUT THE OFFICE OF THE DIRECTOR OF GOVERNMENT, POLICY AND STRATEGY**

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The PM Glynn Institute is part of the Office of the Director of Government, Policy and Strategy, which is responsible for managing high level policy issues and government relations on behalf of the Vice-Chancellor, Provost and Chief Operating Officer.

The Office of the Director of Government, Policy, and Strategy facilitates outcomes across the University by working in partnership with University stakeholders and developing relationships with key external stakeholders.

## **POSITION PURPOSE**

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Crucial to success in this role is the ability to manage and co-ordinate a number of projects at the same time and a strong understanding of how to draw on research and apply it to public policy questions. The three major focuses for the public policy work of the Institute are:

- the place of religion in secular democratic societies
- the future of human rights
- sources of hope in a time of anger and disengagement.

Research and policy work in these areas will be undertaken concurrently by small project groups of ACU researchers and external experts. This role will be responsible for establishing and leading these project groups. This entails developing work plans for them, ensuring they operate from a strong evidence-base, and providing support to ensure that goals are met. The role will also manage stand-alone policy projects. ,

The position will be responsible for helping to develop communication strategies to build interest and a following for the Institute's policy work as it carried out, and for promoting outcomes and findings when it has been completed.

## **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

## Key responsibilities

| Key responsibilities specific to this position   | Relevant Core Competences<br>( <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 |
| Manage and co-ordinate the Institute's policy streams, including the preparation of detailed work plans and research briefs for different stages or particular projects within them. | <ul style="list-style-type: none"> <li>• Be Responsible And Accountable For Achieving Excellence</li> <li>• Collaborate Effectively</li> <li>• Know ACU Work Processes And Systems</li> </ul> | ✓                                       |                  |                        | ✓                     |
| Manage and co-ordinate stand-alone policy projects outside the research streams as required to respond to more time-sensitive matters.   | <ul style="list-style-type: none"> <li>• Be Responsible And Accountable For Achieving Excellence</li> <li>• Collaborate Effectively</li> <li>• Deliver Stakeholder Centric Service</li> </ul> | ✓                                       |                  |                        | ✓                     |
| Help to assemble the project teams for policy work from within the University and its broader networks, and work closely with them to ensure goals are achieved.                     | <ul style="list-style-type: none"> <li>• Adapt To And Lead Change</li> <li>• Be Responsible And Accountable For Achieving Excellence</li> <li>• Coach And Develop</li> </ul>                  | ✓                                       |                  |                        | ✓                     |
| Oversee the appraisal process of research and policy papers and other outputs (discussion papers, policy proposals and recommendations) prior to their finalisation.                 | <ul style="list-style-type: none"> <li>• Be Responsible And Accountable For Achieving Excellence</li> <li>• Make Informed Decisions</li> <li>• Coach And Develop</li> </ul>                   | ✓                                       |                  |                        |                       |
| Oversee the editing, design and publication of the Institute's research and policy papers in various hard-copy and electronic formats.   | <ul style="list-style-type: none"> <li>• Be Responsible And Accountable For Achieving Excellence</li> <li>• Communicate With Impact</li> <li>• Apply Commercial Acumen</li> </ul>             | ✓                                       |                  |                        |                       |

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.

|  |   |   |  |   |   |
|--|---|---|--|---|---|
| Develop and implement strategies for circulating policy outputs and publications to a wide range of audiences, including specific groups as required.  | <ul style="list-style-type: none"> <li>• Communicate With Impact</li> <li>• Apply Commercial Acumen</li> <li>• Deliver Stakeholder Centric Service</li> </ul>                     | ✓ |  |   |   |
| Develop initiatives to build and extend the Institute's network of influence with public policy circles, key media, decision makers, and major partners and stakeholders. This includes early engagement with external stakeholders on research projects, and seeking input and feedback from them as the work develops. | <ul style="list-style-type: none"> <li>• Communicate With Impact</li> <li>• Apply Commercial Acumen</li> <li>• Make Informed Decisions</li> </ul>                                 | ✓ |  | ✓ | ✓ |
| Organise events (such as workshops, launches, seminars, conferences, talks, interviews etc.) to promote the Institute's policy work and research within the University and externally.   | <ul style="list-style-type: none"> <li>• Apply Commercial Acumen</li> <li>• Communicate With Impact</li> <li>• Be Responsible and Accountable For Achieving Excellence</li> </ul> |   |  |   | ✓ |
| Contribute to setting the strategic direction of the Institute's policy work and its research priorities.  | <ul style="list-style-type: none"> <li>• Adapt To and Lead Change</li> <li>• Apply Commercial Acumen</li> <li>• Collaborate Effectively</li> </ul>                                | ✓ |  |   |   |
| Build and maintain effective networks to support the work of the Institute and to develop opportunities for collaborations with stakeholders and partners.   | <ul style="list-style-type: none"> <li>• Apply Commercial Acumen</li> <li>• Collaborate Effectively</li> <li>• Deliver Stakeholder Centric Service</li> </ul>                     | ✓ |  | ✓ | ✓ |

## HOW THE ROLE OPERATES

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### Key Challenges and Problem Solving

- Identify researchers within the University with capacity and availability to contribute to the Institute's research projects.
- Manage competing priorities and delays in progress to ensure timely completion of research and projects.
- Develop a continuous communications strategy to build interest and following for the Institute's work as it unfolds.

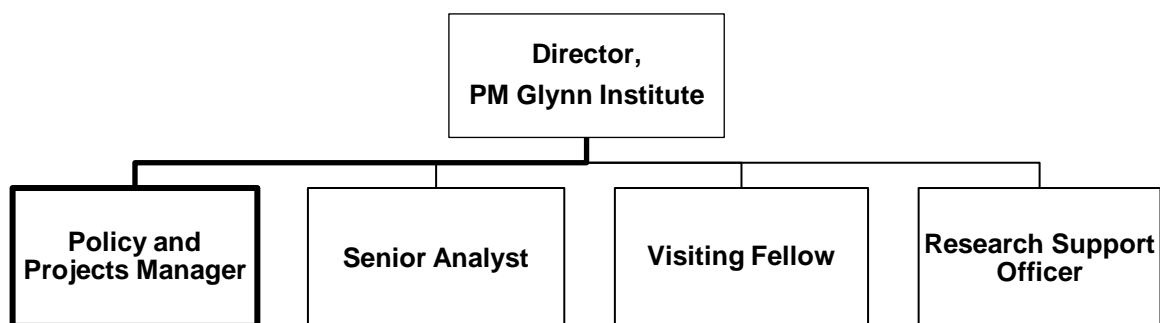
### Decision Making / Authority to Act

- Works closely with the Director and senior colleagues on the strategic priorities of the Institute's work.
- Has significant autonomy in working with and supporting project teams and researchers on projects.
- Responsible for advising the Director of significant delays or serious problems which are likely to impact the Institute's research and work and being pro-active in addressing them.

## **Communication / Working Relationships**

- Liaises with Faculties and Institutes to develop a strong understanding of the research work of the University relevant to the Institute's projects and priorities.
- Communicates with researchers and experts within the University and externally on opportunities for collaboration with the Institute.
- Works closely with the Research Support Officer on events and communications for the Institute.
- Engages extensively with partners and external stakeholders on research projects and the development of policy proposals, both to draw on their expertise and to ensure that outcomes are relevant and have impact.

## Reporting Relationships



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

## SELECTION CRITERIA

### Qualifications, skills, knowledge and experience

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| 1. | Post graduate qualifications in a discipline relevant to the Institute's research and purpose; or an equivalent combination of relevant experience and/or education/training.                                |
| 2. | Extensive demonstrated experience in public policy work or other relevant experience.  |
| 3. | Excellent organisational and planning skills, including the ability to manage a number of projects at one time and meet required deadlines without compromising attention to detail and quality of the work. |
| 4. | Strong skills in problem solving and in seeking effective outcomes to achieve project goals, including the ability to negotiate and manage conflicting priorities and demands for resources.                 |
| 5. | Demonstrated ability to think strategically about approaches to public policy and related issues.  |
| 6. | Demonstrated experience in communicating public policy research to different audiences using a variety of approaches.  |
| 7. | Excellent written communication skills, including experience in a range of written formats and in making engaging presentations.   |

### Core Competencies (as per the [Capability Development Framework](#))

|     |  |
|-----|--|
| 8.  | 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.  |
| 9.  | Demonstrated ability to work collaboratively and cooperatively in teams across an organisation and with partners and stakeholders to capitalise on all available expertise to achieve organisational objectives.                       |
| 10. | Excellent interpersonal and communication skills and demonstrated ability to communicate with impact and purpose to gain the support of others and negotiate for mutually beneficial outcomes.   |
| 11. | Demonstrated ability to work independently and to take initiative and personal accountability for achieving the high quality outcomes through an understanding of organisational context, self-reflection, and aspiring to excellence. |

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**Other attributes**

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|-----|--|
| 12. | 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. |
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