

## Administrative Officer, First Peoples and Equity Pathways

**Job No:** 975674

**Campus Location:** Brisbane

**Functional Unit:** First Peoples and Equity Pathways

**Work Type:** Fixed term full time

- **Bring your effective and efficient administrative skills to the Office of the Director, First Peoples and Equity Pathways**
- **Full-time, fixed-term until 30 December 2020, Brisbane**
- **The position is open to Aboriginal or Torres Strait Islander applicants only**

Total remuneration valued to \$74,860 total rem - \$81,071 total rem (pro rata) pa, including salary component \$63,258 - \$68,506 (pro rata) pa (Higher Education Worker Level 4), employer contribution to superannuation and annual leave loading.

Australian Catholic University (ACU) is an inclusive community which welcomes students and staff of all beliefs. ACU has over 2,500 staff supporting more than 34,000 students across eight campuses – Adelaide, Ballarat, Brisbane, Canberra, Melbourne, North Sydney, Strathfield and Rome. We've also partnered with Blacktown City Council to open a new ACU campus in Blacktown, Western Sydney, in 2021.

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 First Peoples and Equity Pathways Directorate comprises the Office of Director, Indigenous Higher Education Units, Equity Pathways team and Clemente Australia team.

### POSITION PURPOSE

The purpose of the position is to apply a varied range of skills, to provide effective and efficient administrative services to the Director, First Peoples and Equity Pathways Directorate (FPEP) to facilitate the efficient operation of the First Peoples and Equity Pathways Directorate.

More specifically the role entails:

- Enquiry, correspondence and diary management
- Monitoring, ordering and dispatching of marketing materials
- Excellent attention to detail

You will need to have:

- experience engaging with Aboriginal and Torres Strait Islander community

- well-developed administration skills
- evidence of ability to show commitment with integrity to the Catholic Identity, Mission and ethos of the University
- high level interpersonal, oral and written communication skills
- the capacity to make sound prioritisation decisions in a deadline driven environment.

The University pursues an excellence agenda and offers an environment where staff are welcomed and safe, and valued through development, participation and involvement.

### How to Apply:

Obtain the Position Description Download File **Position Description \_Administrative Officer HEW 4.pdf**. Applicants are expected to address all selection criteria listed in the position description. To apply for this role click the **"Apply"** link below. Visit **Hints and Tips on how to apply**.

General enquiries can be sent to [Fiona.manoa@acu.edu.au](mailto:Fiona.manoa@acu.edu.au) or 07 3623 7637

Only candidates with the right to work in Australia may apply for this position.

Equal Opportunity and Privacy of personal information is University policy. For more details visit: [www.acu.edu.au/careers](http://www.acu.edu.au/careers)

### Applications Close: 26 March 2020

*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 27 of the Discrimination Act 1991 (ACT), s 105 of the Anti-Discrimination Act 1991 (Qld), s 12 of the Equal Opportunity Act 2010 (Vic) and s 8(4) of the Charter of Human Rights and Responsibilities Act 2006 (Vic) / s 126 Anti-Discrimination Act 1977 (NSW)*

*The positions is therefore only open to Aboriginal or Torres Strait Islander applicants.*



**Apply**