



Position Description

College/Division:	ANU College of Asia and the Pacific
School/Centre:	Coral Bell School of Asia Pacific Affairs
Department/Unit:	Strategic and Defence Studies Centre
Position Title:	Project Officer, Strategic Policy History Project
Classification:	ANU Officer Grade 6/7 (Administration)
Position No:	TBA
Responsible to:	Prof Stephan Frühling
Number of positions that report to this role:	Nil
Delegation(s) Assigned:	Nil

PURPOSE STATEMENT:

The Coral Bell School of Asia Pacific Affairs (Bell School) is part of the ANU College of Asia and the Pacific, which leads intellectual engagement with the Asia-Pacific region through research, teaching and contributions to public debate, and seeks to set the international standard for scholarship concerning the region. For more information, visit: <http://bellschool.anu.edu.au/about-us/departments-projects-and-centres>

SDSC is one of four departments in the Bell School, a world-leading centre for research, education, and policy analysis on international and Asia Pacific politics, security, diplomacy, and strategic affairs. SDSC is Australia's largest body of scholars dedicated to research and education relating to the use of armed force in its political context. Within the broad field of Strategic Studies, SDSC's activities are concentrated within three multi-disciplinary clusters: Australian defence and strategic policy; military studies; and Asia-Pacific security. SDSC convenes four major educational programs at undergraduate and graduate level, and includes a vibrant community of PhD scholars.

The Strategic Policy History Project will produce two publicly available volumes of commentary on the content and development of major Australian Defence Strategic Guidance documents (White Papers) since 1976, and requires an administrative support person to assist in the logistics, stakeholder engagement and administrative support of the project team. . The regular location of work for the project team, including the Project Officer, will include both the ANU Acton campus, and an office in Defence facilities in the Australian Capital Territory.

Under the general direction of the Project leader, the Project Officer ensures the efficient and effective provision of general administrative and logistical support to the project team, within the Bell School of Asia Pacific Affairs, through liaising with staff and external stakeholders and providing high level advice and assistance on a wide range of general and research support administration, financial and human resources matters.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

The Project Officer provides high-level advice and administrative support to ensure the efficient and effective management of day-to-day operations of the project Team by liaising with staff and external stakeholders and working in partnership with other areas of the University. The position will oversee and undertake a broad range of administrative tasks relating to the Project.

Role Statement:

Under the broad direction of the Project leader, typical duties for the Project Officer will include:

1. Manage the administrative work of the project and make sure an effective daily operation of the project. Act as the first point of contact, including responding to enquiries and providing high-level advice on a

wide range of policies and procedures, redirecting enquiries to the relevant staff, when needed, and drafting various reports and general correspondence as requested.

2. Contribute to the development and implementation of procedures and protocols relating to the Program, coordinating various research processes and provide high-level project support in the development, documentation and implementation of the project plan, including the improvement of administrative processes.
3. Provide high quality professional support with the logistics, running and administration of the research project, including, but not limited to organization of internal meetings and communication, liaison with Defence stakeholders, management of IT and office facilities at ANU and Defence facilities, external correspondence and organization of a large number of research interviews, maintenance of hard copy and electronic research databases, and liaison with publishers.
4. Manage the Project's budget and financial operations in an effective way and provide support to the Project leader in managing the project's human resources. These includes but not limited to arrangement of financial transactions, administration of staff recruitment and coordination of human resources, preparation of reports when required.
5. Coordinate the organization of any Project events, being accountable for all the logistic work, working closely and effectively with all involved teams and outside partners for the success of the event.
6. Provide high level executive assistance to the Project leader in preparation of program reports and related research papers (editing and visualization) including responsibility for collating quarterly status reports.
7. Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity
8. Perform other duties as directed by the Project leader, consistent with the classification level of the position and in line with the principle of multi-skilling.

SELECTION CRITERIA:

1. Degree in a relevant field with demonstrated relevant experience in an administrative role in a complex environment or an equivalent combination of relevant experience and education/training. Experience in finance or research support administration or project coordination will be highly regarded.
2. Demonstrated high level customer service and communication skills with experience producing business correspondence, reports and meeting papers and an ability to liaise effectively with stakeholders in a professional environment. Experience working in the public service and in a classified environment will be highly regarded.
3. Demonstrated analytical and problem-solving skills, with a proven ability to collect and analyse data and to make recommendations on alternative solutions to senior management.
4. Proven organisational skills and ability to prioritise competing demands and to work effectively both independently and collaboratively, meeting deadlines and delivering high quality outcomes.
5. Highly developed computer skills, including proficiency using the MS Office suite and experience with online data management platforms.
6. A demonstrated understanding of equal opportunity principles and policies and a commitment to their application in a University context.

Please note

Applicants must be Australian citizens and must undergo a security vetting process. Continued employment may be conditional on obtaining and maintaining an appropriate security clearance.

The ANU conducts background checks on potential employees, and employment in this position is conditional on satisfactory results in accordance with the [Background Checking Procedure](#) which sets out the types of checks required by each type of position.

References:

[Professional Staff Classification Descriptors](#)



Pre-Employment Work Environment Report

Position Details

College/Div/Centre	ANU College of Asia and the Pacific	Dept/School/Section	Coral Bell School of Asia Pacific Affairs
Position Title	Project Officer	Classification	ANU Officer 6/7
Position No.		Reference No.	

In accordance with the Work Health and Safety Act 2011 (Cth) the University has a primary duty of care, so far as reasonably practicable, to ensure the health and safety of all staff while they are at work in the University.

- This form must be completed by the supervisor of the advertised position and appended to the back of the Position Description.
- This form is used to advise potential applicants of work environment and health and safety hazards prior to application.
- Once an applicant has been selected for the position they must familiarise themselves with the University WHS Management System via Handbook guidance <https://services.anu.edu.au/human-resources/health-safety/whs-management-system-handbook>
- The hazards identified below are of generic nature in relation to the position. It is not correlated directly to training required for the specific staff to be engaged. Identification of individual WHS training needs must be in accordance with WHS Local Training Plan and through the WHS induction programs and Performance Development Review Process.
- 'Regular' hazards identified below must be listed as 'Essential' in the Selection Criteria - see 'Employment Medical Procedures' at http://info.anu.edu.au/Policies/_DHR/Procedures/Employment_Medical_Procedures.asp

Potential Hazards

<ul style="list-style-type: none"> • Please indicate whether the duties associated with appointment will result in exposure to any of the following potential hazards, either as a regular or occasional part of the duties. 					
TASK	regular	occasional	TASK	regular	occasional
key boarding	<input checked="" type="checkbox"/>	<input type="checkbox"/>	laboratory work	<input type="checkbox"/>	<input type="checkbox"/>
lifting, manual handling	<input type="checkbox"/>	<input type="checkbox"/>	work at heights	<input type="checkbox"/>	<input type="checkbox"/>
repetitive manual tasks	<input type="checkbox"/>	<input type="checkbox"/>	work in confined spaces	<input type="checkbox"/>	<input type="checkbox"/>
Organizing events	<input type="checkbox"/>	<input checked="" type="checkbox"/>	noise / vibration	<input type="checkbox"/>	<input type="checkbox"/>
fieldwork & travel	<input type="checkbox"/>	<input type="checkbox"/>	electricity	<input type="checkbox"/>	<input type="checkbox"/>
driving a vehicle	<input type="checkbox"/>	<input type="checkbox"/>			
NON-IONIZING RADIATION			IONIZING RADIATION		
solar	<input type="checkbox"/>	<input type="checkbox"/>	gamma, x-rays	<input type="checkbox"/>	<input type="checkbox"/>
ultraviolet	<input type="checkbox"/>	<input type="checkbox"/>	beta particles	<input type="checkbox"/>	<input type="checkbox"/>
infra red	<input type="checkbox"/>	<input type="checkbox"/>	nuclear particles	<input type="checkbox"/>	<input type="checkbox"/>
laser	<input type="checkbox"/>	<input type="checkbox"/>			
radio frequency	<input type="checkbox"/>	<input type="checkbox"/>			
CHEMICALS			BIOLOGICAL MATERIALS		
hazardous substances	<input type="checkbox"/>	<input type="checkbox"/>	microbiological materials	<input type="checkbox"/>	<input type="checkbox"/>
allergens	<input type="checkbox"/>	<input type="checkbox"/>	potential biological allergens	<input type="checkbox"/>	<input type="checkbox"/>
cytotoxics	<input type="checkbox"/>	<input type="checkbox"/>	laboratory animals or insects	<input type="checkbox"/>	<input type="checkbox"/>
mutagens/teratogens/ carcinogens	<input type="checkbox"/>	<input type="checkbox"/>	clinical specimens, including blood	<input type="checkbox"/>	<input type="checkbox"/>
pesticides / herbicides	<input type="checkbox"/>	<input type="checkbox"/>	genetically-manipulated specimens	<input type="checkbox"/>	<input type="checkbox"/>
			immunisations	<input type="checkbox"/>	<input type="checkbox"/>
OTHER POTENTIAL HAZARDS (please specify):					