Position Description

College/Division: ANU College of Science
Faculty/School/Centre: Institute for Climate, Energy & Disaster Solutions (ICEDS)
Department/Unit:
Position Title: Executive Education Coordinator
Classification: ANU Officer Grade 6/7 (Administration)
Position No:
Responsible to: Institute Manager
Number of positions that report to this role: Nil
Delegation(s) Assigned: Nil

PURPOSE STATEMENT:
Climate, energy and disasters are crucial and growing issues for Australia. ANU has integrated three former ANU Institutes (the Climate Change Institute, Energy Change Institute and Disaster Risk Science Institute) into a new Institute to address these interlinked issues. The Institute for Climate, Energy and Disaster Solutions (ICEDS) initiates and supports the development of transdisciplinary research teams across ANU with the aim of securing long-term, large-scale research funding and ensuring broad societal impact as well as leading outreach, policy engagement, executive education, facilitation and coordination roles. Additionally, the Institute is taking a lead role in the ANU Below Zero initiative, with the goal of reducing ANU greenhouse gas emissions to below zero by 2030.

There is increasing demand from governments, NGOs and the private sector from Australia, Asia, the Pacific and the rest of the world for professional short courses encompassing the multiple dimensions of climate change, energy change and disaster mitigation and response. The Executive Education Coordinator is responsible for the provision of student administration services to support the efficient and effective operations of ICEDS’ executive education and short courses across climate, energy and disaster solutions and to support academic/teaching staff and participants.

KEY ACCOUNTABILITY AREAS:
Position Dimension & Relationships:
The Executive Education Coordinator works under the broad direction of the Institute Manager, working closely with the relevant Course Convenors and ICEDS Program Officers in coordinating the executive short course program. The position will oversee and undertake a broad range of administrative tasks relating to ICEDS’ executive education activities, providing support to a variety of internal and external stakeholders, including program funders / clients, staff, students, participants and visitors. The position builds close and effective working relationships throughout ANU and with external stakeholders.

Role Statement:
Under the broad direction of the Institute Manager and working closely with Course Convenors and ICEDS Program Officers, the Executive Education Coordinator will:

- Coordinate and contribute to the provision of professional administrative and operational support for teaching, learning, research, research training, educational projects and events managed by ICEDS.
- Provide high quality advice and responsive executive education services support to staff, funders and participants, including supporting co-design of courses, coordination of lecturers and associated training programs and liaison with funders.
- Administration of ICEDS’ executive education programs, including international education programs;
- Ensure that the required records and databases are maintained in accordance with School, University and legislative guidelines & requirements and undertake routine and ad hoc reporting and analysis to ICEDS leadership, relevant advisory committees and the University from these records.
- Provide high-level advice, problem solving and support to the Institute Manager and the Course Convenors.
- Contribute to the development, design, implementation and evaluation of new executive education opportunities and professional development and training activities.
- Other duties consistent with the classification of the position and in line with the principles of multi-skilling; and
- Comply with all ANU policies and procedures and in particular those relating to work health and safety and equal opportunity.

SELECTION CRITERIA:
- Tertiary qualifications in a relevant field with proven experience in education and / or program administration, preferably working in a higher education environment, or an equivalent combination of extensive relevant experience and education/training. Experience in tertiary education design and delivery, and / or experience working in climate change, energy or disaster risk will be highly regarded.
- Excellent written and verbal communication skills including the ability to write and present with confidence on a range of topics, experience in drafting business correspondence, reports and meeting papers, interpreting and formulating responses to policy and procedures and contributing to strategic planning.
- Excellent interpersonal skills, including the ability to consult, liaise and negotiate effectively, develop positive working relationships and relate to a diverse range of stakeholders.
- The ability to maintain a flexible and proactive approach to tasks within a busy work environment and the ability to organise and prioritise workloads and coordinate a team to meet tight deadlines and deliver operational outcomes, all with a high level of attention to detail.
- Demonstrated analytical skills and proficiency in the use of MS Office suite and information management systems. Experience with education and student administration systems will be highly regarded.
- A demonstrated understanding of equal opportunity principles and policies and a commitment to their application in a university context

Officer Levels 6 and 7 are broad-banded in this stream. It is expected that at the higher levels within the broadband occupants, through experience, will have developed skills and expertise enabling them to more independently perform the full range of duties at a higher level, and that more time will be spent on the more complex functions of the position.

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.

Supervisor/Delegate Name: Clare de Castella
Date: 6/10/2021

References:
- Professional Staff Classification Descriptors
- Academic Minimum Standards

For assistance please contact HR Operations: hr.services@anu.edu.au
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](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.

### Potential Hazards

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.

<table>
<thead>
<tr>
<th>TASK</th>
<th>regular</th>
<th>occasional</th>
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<tbody>
<tr>
<td>key boarding</td>
<td>x</td>
<td></td>
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<tr>
<td>lifting, manual handling</td>
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<td>x</td>
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<tr>
<td>repetitive manual tasks</td>
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<tr>
<td>Organizing events</td>
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<td>fieldwork &amp; travel</td>
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<td>x</td>
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<tr>
<td>driving a vehicle</td>
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</tbody>
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**NON-IONIZING RADIATION**

- solar
- ultraviolet
- infra red
- laser
- radio frequency

**CHEMICALS**

- hazardous substances
- allergens
- cytotoxics
- mutagens/teratogens/
- carcinogens
- pesticides / herbicides

**IONIZING RADIATION**

- gamma, x-rays
- beta particles
- nuclear particles

**BIOLOGICAL MATERIALS**

- microbiological materials
- potential biological allergens
- laboratory animals or insects
- clinical specimens, including blood
- genetically-manipulated specimens
- immunisations

### Supervisor/Delegate Name:

**Clare de Castella**

**Date:** 6/10/21

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