Position Description

College/Division: Office of the Pro Vice-Chancellor (Education and Digital)
Faculty/School/Centre: Centre for Learning & Teaching
Department/Unit: Communications Coordinator
Position Title: ANU Officer Grade 6/7 (Administration)
Responsible to: Team Leader, Digital Communications
Number of positions that report to this role: 0

PURPOSE STATEMENT:
The Centre for Learning & Teaching (CLT) provides expert advice and support in delivering innovative learning and teaching services through collaborative partnerships across the University. The Centre is a service division and has a strong orientation to stakeholder collaboration and provision of high quality services to the ANU education community.

The Education Communities & Environments (ECE) team contributes to the University's Vision for learning and teaching by providing comprehensive engagement activities that support the continuous development intentions of Colleges and stakeholders from across the University. Through stewardship of the Education Fellowship Scheme, and the fostering of communities of practice, ECE promotes, recognises and communicates teaching excellence as it relates to education research, scholarship and co-development of the University's virtual, and physical learning environments.

The Communications team leads the digital communications strategy by creating an online presence for the Centre for Learning and Teaching that promotes and supports the ANU commitment to high quality learning and teaching, engages all key stakeholders, and supports local communities of practice in the colleges through the provision of resources and systems that enable excellence in learning and teaching.

KEY ACCOUNTABILITY AREAS:
Position Dimension & Relationships:
Reporting to the Team Leader, Digital Communications in the Education Communities and Environment team, the Communications Coordinator works closely with all members of the Centre, liaises with ANU Colleges and develops strong cooperative work relationships across the University. The Coordinator will provide administrative support to team initiatives that foster effective communication; coordinating diverse events and activities; assisting with the maintenance of the CLT web presence; editing print and digital content that promotes the educational interests of ANU.

Role Statement:
Under general direction, the Communications Coordinator will:
1. Contribute to the creation, development and management of high-quality communications and educational materials and resources, in collaboration with CLT members and academic staff.
2. Develop and promote clear, concise guides, unique opinions, explainers of evidence-based teaching, case studies and leadership insight to activate the strategic intent for teaching and learning.
3. Liaise with service divisions and stakeholders to coordinate CLT communications with education communications across the institution, including initiatives such as the Teaching Communications Portal.
4. Review edit communication pieces submitted for publication by CLT from the broad ANU education community.
5. Contribute to the development of CLT's online presence ensuring that written content is accessible to the ANU community.
6. Work closely and productively with the CLT team and other ANU staff, fostering a high profile for ANU learning and teaching excellence aligned to the strategic vision of the University.
7. Provide administrative support at community and stakeholder meetings and webinars as required.
8. Build and maintain collaborative working relationships with internal and external stakeholders locally, nationally and internationally and promote the work of ANU education community.
9. Comply with all ANU policies and procedures and in particular those relating to work health and safety and equal opportunity.
10. Other duties as required consistent with the classification for this position in line with the principle of multiskilling.

**SELECTION CRITERIA:**

1. Degree in a relevant field with demonstrated experience in communications and administration in a complex organisation or an equivalent combination of relevant experience and education/training. Experience in the higher education sector would be highly regarded.
2. Sound knowledge of and demonstrated experience with web-based learning environments with an ability to communicate the benefits of interacting and engaging on these platforms.
3. Demonstrated high level written, oral and visual communications skills, with a demonstrated ability to build and maintain productive and positive working relationships with stakeholders.
4. Highly developed computer skills, including experience using enterprise software and online collaborative tools to manage and coordinate team activities and events.
5. Proven ability to demonstrate initiative in identifying and implementing key areas for improvement, and a strong commitment to continuous self-improvement.
6. A demonstrated understanding of equal opportunity principles, policies, and a commitment to their application in a University context.

ANU Officer Levels 6 and 7 are broadbanded 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.

**References:**

- Professional Staff Classification Descriptors
- Academic Minimum Standards

For assistance please contact HR Division Ph. 6125 3346
Pre-Employment Work Environment Report

Position Details

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<tr>
<th>College/Div/Centre</th>
<th>CLT</th>
<th>Dept/School/Section</th>
<th>PVCE&amp;D</th>
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<td>Communications Coordinator</td>
<td>Classification</td>
<td>ANU06/7</td>
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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 forwarded with the job requisition to Appointments and Promotions Branch, Human Resources Division. Without this form jobs cannot be advertised.
- 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.

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<tr>
<th>TASK</th>
<th>regular</th>
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<td>key boarding</td>
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<td>lifting, manual handling</td>
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<td>repetitive manual tasks</td>
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<td>Organizing events</td>
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<td>work in confined spaces</td>
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### NON-IONIZING RADIATION

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

### IONIZING RADIATION

- gamma, x-rays: ☐ ☑
- beta particles: ☐ ☑
- nuclear particles: ☐ ☑

### CHEMICALS

- hazardous substances: ☐ ☐
- allergens: ☐ ☐
- cytotoxics: ☐ ☐
- mutagens/teratogens: ☐ ☐
- carcinogens: ☐ ☑
- pesticides / herbicides: ☐ ☑

### BIOLOGICAL MATERIALS

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

### OTHER POTENTIAL HAZARDS (please specify):

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<th>Supervisor/Delegate Name:</th>
<th>Date:</th>
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For assistance please contact HR Division Ph. 6125 3346