



College/Division:	ANU College of Science
Faculty/School/Centre:	Fenner School of Environment and Society
Department/Unit:	Centre for Resources and Environment
Position Title:	Executive Officer
Classification:	ANU Officer Grade 8
Position No:	TBC
Responsible to:	Professor David Lindenmayer
Number of positions that report to this role:	TBC
Delegation(s) Assigned:	TBC

PURPOSE STATEMENT:

The Executive Officer (EO) at the Fenner School of Environment & Society supports Professor David Lindenmayer AO, one of the most productive scientists at the Australian National University, to manage and execute his research projects and assist with the coordination of his workforce. The EO will provide high level executive support to Professor Lindenmayer and his team as well as strategic advice and information, contributing to the efficient and effective establishment, operation and delivery of his operations.

KEY ACCOUNTABILITY AREAS:
Position Dimension & Relationships:

The EO is responsible for the management and compliance of Professor David Lindenmayer's research group activities; providing high level strategic advice, liaising with project partners and providing high-level assistance and project management, including expertise in editing, writing, reporting, financial tracking and budgeting, and other project support. The EO is also responsible for coordinating day to day administrative operations.

Role Statement:

Under broad direction from the COO, the Executive Officer will:

1. Advise on and support the development, implementation, performance measurement and reporting of the Lindenmayer group's strategic initiatives, including the development, administration and effective application of university policies to these frameworks, and contribute to strategic planning and continuous process improvements.
2. Provide secretarial and communication support to relevant project and liaison committees, including the preparation of papers, agenda development, minute-taking, providing minutes and following-up on agreed action items, drafting reports and regularly reporting on committee outcomes.
3. Write reports, produce communication outputs, draft submissions and correspondence, provide high-level input aimed at ensuring compliance with ANU obligations, as appropriate. Work with co-authors

and publishers, proofread final copies, and oversee book production services including editing, publication liaison and contract deliverables.

4. Provide operational support and management for new and ongoing projects, including functional reviews and the implementation of recommendations, budgets and financial tracking, evaluation support for Sustainable Farms, contributing to the development of performance indicators and dashboards to measure, report on and improve the area's performance and preparing and circulating regular and ad-hoc reports. Provide support to the Research Officer role as required.
5. Coordinate assets and staffing, implementing ANU policies in relation to Procurement, HR, equal opportunity and work health and safety. Maintain relationships with these ANU areas to ensure David Lindenmayer, and all project staff are supported.
6. Comply with all ANU policies and procedures, particularly those relating to work health and safety, diversity and equal opportunity.
7. Perform other duties as requested, consistent with the classification level of the position and in line with the principle of multi-skilling.

References: [Professional Staff Classification Descriptors](#)

SELECTION CRITERIA:

1. Relevant qualifications in business administration or project management or similar disciplines, matched with demonstrated, extensive experience providing executive support in a complex environment
2. A good understanding of the opportunities and challenges faced by the ANU and the way the ANU works across internal boundaries. Knowledge of ANU corporate and College-level business practices will be advantageous. Advanced understanding of scientific grant funding, philanthropy, and operating with a contingently funded workforce, and the nuances these require within ANU Frameworks.
3. Proven experience providing strategic advice, planning and reporting to senior management and an ability to successfully manage projects through to completion, on time and on budget. Experience managing philanthropic relations would be an advantage.
4. Demonstrated high-level organisational skills and the ability to strategically prioritise workloads and use sound judgement in decision making. A demonstrated ability to take innovative approaches leading to process improvement and the achievement of strategic goals is required.
5. Demonstrated high level interpersonal and communication skills, both written and oral, including demonstrated ability to liaise effectively with key internal and external stakeholders and proven experience drafting management documents. Advanced skills and experience with the full range of ANU business systems will be highly regarded.
6. Demonstrated writing skills and experience in the preparation of reports, understanding of academic manuscripts, briefs for senior management and stakeholders, and other communications products across a variety of software systems (familiarity with the Adobe Creative Suite would be advantageous).
7. A demonstrated high-level of understanding of equal opportunity principles and work health and safety and a commitment to their application in a university context.

[Professional Staff Classification Descriptors](#)

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](#)[Academic Minimum Standards](#)