



Position Description

College/Division:	Planning and Service Performance Division
Faculty/School/Centre:	
Department/Unit:	Below Zero Initiative
Position Title:	Program Officer (Below Zero)
Classification:	ANU Officer Grade 5 (Administration)
Position No:	
Responsible to:	Program Manager (Below Zero)
Number of positions that report to this role:	0
Delegation(s) Assigned:	D8

PURPOSE STATEMENT:

Currently ANU emits significant quantities of greenhouse gases (GHGs), contributing to one of the greatest challenges the world has ever faced: climate change. The ANU Below Zero Initiative aims to transition ANU from being part of the problem to becoming part of the solution - from a source of greenhouse gases (GHG) to a sink for atmospheric carbon dioxide. Our approach integrates practical emission-reductions with research and teaching activities at ANU. We aim to use our expertise to drive innovation in this vital sector.

In early 2021, the ANU Council endorsed the University's strategy for the following targets:

- By 2025: Net-zero emissions for direct on-campus activities, energy, business travel and waste. The focus will be on practical emissions reductions first and foremost, only using high-quality Australian purchased carbon offsets as a back-up.
- By 2030: Below-zero emissions (for the scope outlined above) drawing down emissions on ANU land or using carbon offsets that integrate ANU research and teaching activities.
- Beyond 2030: Progressively draw down emissions accumulated earlier, starting with those accumulated over the lifetime of the Below Zero Initiative.

ANU is one of the first universities in the world to adopt such ambitious targets including a below zero emissions goal. As Australia's national university, we are aiming to promote innovation, engage the community and provide leadership to other organisations in Australia and around the world.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

Reporting to the Program Manager (Below Zero Initiative), the Program Officer provides general administrative support to the Initiative at the programmatic level, as well as to its constituent streams of work. The Initiative is a university-wide, long-term program of work, and it is expected that projects and requirements will emerge and evolve as it progresses. As part of a small team dedicated to delivering the Initiative across the Chief Operating Officer's Portfolio and the Institute for Climate, Energy & Disaster Solutions, the Program Officer will support the delivery of the Initiative by working collaboratively with academic and professional staff and students across the University, as well as with external stakeholders, partners and suppliers.

Role Statement:

Under the broad direction of the Program Manager (Below Zero Initiative), the Program Officer will:

1. Support the Initiative via coordinating the delivery of small and large-scale projects in a professional and timely manner.
2. Provide professional administrative support to the Program Manager (Below Zero Initiative) on programmatic tasks, including drafting correspondence, memos and briefs; financial administration;

scheduling meetings, producing agendas, collating and circulating relevant documents, minute taking; and liaising with internal and external stakeholders.

3. Contribute to, and support, new and ongoing projects related to the Initiative across the University, in particular with planning, budgeting, procurement, expense reconciliation, and the drafting of correspondence and reports.
4. Support the Below Zero Engagement Manager with curating web content and ensure the timely updating of relevant websites, publications and social media channels.
5. Be a point of liaison and coordination between the Initiative and other Colleges and Divisions, key stakeholder groups and individuals both internal and external to the University.
6. Perform other duties as required, consistent with the classification of the position.
7. Comply with all ANU policies and procedures and in particular, those relating to work health and safety and equal opportunity.

SELECTION CRITERIA:

The breadth and depth of the role is illustrated in the below selection criteria. While candidates should ideally meet all selection criteria, the Below Zero Initiative will consider all applications that demonstrate alignment with its mission.

1. Proven experience in project administration in a university, start-up or similarly complex environment. Relevant qualifications and training (especially related to project, event or financial administration and/ or climate change mitigation) will be highly regarded.
2. Proven high level customer service and collaboration skills, with experience drafting business correspondence, reports and meeting papers, and an ability to liaise effectively with stakeholders in a culturally diverse environment. Proven ability to maintain a flexible and proactive approach to tasks within a busy work environment and the ability to work independently and to organise work priorities, multiple projects and meet tight deadlines, with a high level of attention to detail and great accuracy.
3. Proven high-level administrative skills, including event coordination, report writing, minute-taking and experience in developing effective administrative processes to improve service delivery.
4. Demonstrated high level analytical, written and oral communication skills with ability to present information in a clear and concise manner to a wide range of audiences. Experience in generating and managing multimedia content (infographics, photography, video, podcasting, etc.) will be highly regarded.
5. A demonstrated high level of understanding of equal opportunity principles and occupational health and safety and a commitment to their application in a University context.

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 Signature:		Date:	
Printed Name:		Uni ID:	

References:

[Professional Staff Classification Descriptors](#)

[Academic Minimum Standards](#)