**Position Description**

<table>
<thead>
<tr>
<th>College/Division:</th>
<th>Service Portfolio</th>
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</thead>
<tbody>
<tr>
<td>Faculty/School/Centre:</td>
<td>Planning and Service Performance Division</td>
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<tr>
<td>Department/Unit:</td>
<td>Service Solutions</td>
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<tr>
<td>Position Title:</td>
<td>Project Cadet</td>
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<tr>
<td>Classification:</td>
<td>ANU Officer Grade 3 (Administration)</td>
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<td>Position No:</td>
<td>TBA</td>
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<tr>
<td>Responsible to:</td>
<td>Program Manager, Service Performance</td>
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<tr>
<td>Number of positions that report to this role:</td>
<td>0</td>
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<tr>
<td>Delegation(s) Assigned:</td>
<td>N/A</td>
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**PURPOSE STATEMENT:**
The Planning and Service Performance Division (PSP) integrates five key streams of interrelated work: Service Solutions; Business Intelligence and Analytics; Planning and Reviews; Performance and Institutional Research; and, Solution Delivery. The division takes a leading role in providing data for evidence-based decision making throughout the University and delivering client-focused services in a culture of continuous improvement in keeping with the ANU Service Performance Framework.

The Project Cadet works in the PSP team to assist in the delivery of performance measurement, data analysis and reporting initiatives. In doing so the cadet will have the opportunity to develop their skills, apply learnings from their continued studies, and prepare themselves for a career post completion of their studies.

**KEY ACCOUNTABILITY AREAS:**

**Position Dimension & Relationships:**
The Project Cadet reports to the Program Manager, Service Performance and will work as a member of cross-functional teams where project management, data analysis, problem solving and customer service skills are used to deliver user-centric solutions.

**Role Statement:**
Under general direction, Cadet will:

- Undertake on the job training in preparing and delivering a range of business projects.
- With assistance, respond to stakeholder enquiries and requests by delivering an exceptional customer service experience, thus developing interpersonal and communication skills.
- Undertake on the job training in project management methodologies and project governance.
- Contribute to the delivery of post implementation reviews and other quality assurance activities.
- Support projects by preparing and checking documentation and statistical reports.
- Assist in the organisation of workshops, training, meetings and events and other stakeholder engagement activities.
- Maintain satisfactory academic progress in University studies.
- Comply with all ANU policies and procedures and in particular those relating to the Code of Conduct, work health and safety and equal opportunity.
- Perform other duties as directed, consistent with the classification level of the position and in line with the principle of multi-skilling.
SELECTION CRITERIA:
1. Current enrolment at the ANU in a degree program relevant to the Cadetship is essential. Experience studying or planning to study subject areas such as business, economics, management, information technology, or information science and data analytics would be an advantage.

2. Outstanding record of academic achievement with a desire to combine study with practical work experience and to complete the Cadetship within three (3) years.

3. An interest in project management and exceptional customer service.

4. A keen interest in building a long-term career in project management and the potential to develop the skills and knowledge required to use evidence to support decision-making and improve project benefits.

5. Demonstrated numerical and computer skills and experience using the MS Office suite, the Office 365 suite, and/or other analytical tools.

6. Experience with information systems would be an advantage.

7. Demonstrated ability to work independently and as part of a team.

8. Demonstrated time management and customer service skills with the ability to use personal initiative and the willingness to learn new technologies and concepts.

9. A demonstrated general knowledge and understanding of equal opportunity principles as they relate to employment.

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.

***International Students will be subject to conditions of their visa.

References:
- General Staff Classification Descriptors
- Academic Minimum Standards