PURPOSE STATEMENT:
ANU enjoys the unique position of being Australia's only national university. That status means that the University is responsible to design and implement education initiatives that set the agenda for the rest of Australia.

The Academic Competencies & Digital Capabilities (ACDC) team is a key part of the Library which sits within the Division of Scholarly Information Services. Scholarly Information Services provide a range of operational, advisory and strategic services to support the University's research, teaching and administration. The Division consists of ANU Library, University Archives and Records, Digital Repository, and the ANU E-Press. SIS aims to achieve excellence in the provision and promotion of information services to meet the research, teaching and learning needs of the University.

Within Scholarly Information Services, ACDC is specifically tasked with helping students develop the key academic skills, digital skills and communication strategies that are foundational to all academic activity. This is primarily provided as general academic and digital literacy sessions, individual student consultations and embedded delivery into academic courses, as well as provision of resources on an academic skills website. Assistance is provided and promoted for all students, from undergraduate to final year PhD.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:
The Manager, Academic Competencies and Digital Capabilities contributes to ANU's strategic objective to provide an excellent educational experience for its students through delivery of administrative and training functions which support the student and academic lifecycle, and has oversight of the student related rules, regulations and policies that support the ANU community. The Manager ACDC provides operational leadership for the delivery of efficient and effective services to the ANU community by contributing to the critical areas of training lifecycle management, reporting, and educational governance, in particular academic integrity and policy management. The Manager, ACDC also represents academic and digital literacy in University-wide initiatives and works closely with staff in Colleges and the Centre for Teaching and Learning on complex matters.

Role Statement:
Under the broad direction of the Associate Director, Library Services, the Manager, ACDC will:

1. Lead the effective delivery, review and improvement of academic competencies and digital capabilities, the training and the development of online resources relating to academic standards and quality policies, and manage the integrity of the data used and created.

2. Ensure the provision of high-quality academic and literacy advice, both written and oral, to students, academic and professional staff in regard to the training undertaken.
3. Manage and develop staff promoting a service-oriented culture, providing direction, assigning tasks, overseeing quality, training, development and appraisal to ensure currency in knowledge and quality in output.
4. Maintain the integrity of procedures and data to ensure compliance with University Rules, Statutes and Orders. Supervise the day-to-day activities of the ACDC staff engaged in the delivery of coordinated services, and mentor staff in order to provide guidance and assistance with problem diagnosis and resolution.
5. Actively represent the Division in formal committees, meetings, working parties, conferences and other forums, including web representation.
6. Other duties as required, consistent with the classification level of the position and in line with the principle of multi-skilling.
7. Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity

**SELECTION CRITERIA:**

1. Knowledge of and/or experience in working in academic and digital literacy within an academic environment. Relevant postgraduate qualifications or a combination of qualifications and relevant professional training will be highly regarded.
2. Demonstrated experience in leading delivery of customer-focused services to enhance learning, teaching and research. Proven experience in service innovation in response to a changing environment to meet the needs of the University community.
3. Highly developed analytical skills, with demonstrated capacity to conceptualise, develop, implement and review corporate policies or macro processes to deliver business improvement solutions.
4. Excellent interpersonal and communication skills, both oral and written, with demonstrated ability to liaise effectively with a diverse range of stakeholders and to negotiate and persuade on complex matters.
5. Demonstrated ability to effectively lead and manage a team with a strong commitment to its professional development and improvement.
6. A demonstrated high-level understanding of equal opportunity principles and a commitment to the application of EO policies 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 Name:** Christian West  
Associate Director, Library Services  
**Date:** 26/07/2023

**References:**

[Professional Staff Classification Descriptors]