Position Description

Australian National University

College/Division: Student & University Experience (SUE) Portfolio
Faculty/School/Centre: Equity and Belonging

Position Title: Project Officer (Wellbeing and Social Inclusion)
Classification: ANU Officer 6/7 (Administration)

Position No: TBC
Responsible to: Senior Project Officer, Equity and Belonging

PURPOSE STATEMENT:
The Australian National University (ANU) is committed to supporting the wellbeing and social inclusion of staff and students, where they live, work, and study. To continue to improve and advance the University’s pursuit of wellbeing promotion and social inclusion for all, the development of a Wellbeing and Social Inclusion Strategy.

Together with other areas of the Student and University Experience (SUE) Portfolio, the Equity and Belonging team coordinates and manages policy review and implementation, strategy development, monitors actions, and conducts self-assessment for organisational improvement in this area.

KEY ACCOUNTABILITY AREAS:
Within this team, the Project Officer (Wellbeing and Social Inclusion) will support a review of the University’s existing initiatives and plans pertaining to wellbeing and social inclusion, and assist a working group to develop a Wellbeing and Social Inclusion Strategy to unify the University’s approach in this space.

The Project Officer (Wellbeing and Social Inclusion) works closely with the Senior Project Officer and Head of Equity and Belonging, as well as working groups and service areas, which contribute to work in the wellbeing and social inclusion space. Applicants with lived experience of disability, Indigeneity, diverse sexual or gender identities, caregiving, and cultural and linguistic diversity are strongly encouraged to apply.

Position Dimension & Relationships:
The Project Officer (Wellbeing and Social Inclusion) supports strategic and operational wellbeing and social inclusion projects within the SUE Portfolio, as a part of the Equity and Belonging team. The Project Officer (Wellbeing and Social Inclusion) will work collaboratively across the Portfolio and with other stakeholders, internally and externally, to contribute to the efficient and effective delivery of the Portfolio’s strategic priorities.

Role Statement:
Under the broad direction of the Senior Project Officer, the Project Officer (Wellbeing and Social Inclusion) will:

- Provide high level support to projects during various project phases from inception through to completion by applying the relevant project management methodology, taking into account the operational context and work being undertaken by adjacent areas.

- Contribute to Portfolio project work, including planning and prioritising tasks, coordinating activities and liaising with stakeholders to ensure appropriate consultation is conducted and envisaged outcomes are achieved in good time and on budget.

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• Provide secretarial and communication support to various working group meetings where appropriate, including the preparation and development of agendas, papers and minutes, following-up on agreed action items, and regularly reporting on outcomes.

• Develop and deliver key project management artefacts such as project plans, risk and issue registers, stakeholder engagement, communication plans, business process and resource management plans.

• Undertake research, collect and analyse data, prepare reports, identify risks and issues to be addressed, and coordinate correspondence relating to strategic projects.

• Carry out other related duties consistent with the classification level of the position as required by the Portfolio.

• Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity

See the classification descriptors for professional staff

**SELECTION CRITERIA:**

1. Degree in a relevant field with demonstrated relevant experience in a project officer role in a complex environment or an equivalent combination of relevant experience and education/ training.

2. Proven organisational skills and ability to prioritise own workload and to work effectively both independently and as part of a team, meeting deadlines and delivering high quality outcomes.

3. Demonstrated high level interpersonal and communication skills, both written and oral, with experience producing business correspondence, reports and meeting papers and an ability to liaise effectively with stakeholders in a culturally diverse environment.

4. Demonstrated analytical and problem-solving skills, with a proven ability to collect and analyse data and to make recommendations to senior management and working groups.

5. Highly developed computer skills, including proficiency using the MS Office suite and experience with online data management platforms.

6. A demonstrated understanding of equal opportunity principles and policies 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.

**References:**

[Professional Staff Classification Descriptors](#)