Position Description

<table>
<thead>
<tr>
<th>College/Division:</th>
<th>ANU College of Engineering and Computer Science</th>
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<tbody>
<tr>
<td>Faculty/School/Centre:</td>
<td>School of Engineering</td>
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<tr>
<td>Department/Unit:</td>
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<tr>
<td>Position Title:</td>
<td>Project Officer</td>
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<tr>
<td>Classification:</td>
<td>ANU Officer Grade 6/7 (Administration)</td>
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<td>Position No:</td>
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<tr>
<td>Responsible to:</td>
<td>Research Leader, Battery Storage and Grid Integration Program</td>
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<tr>
<td>Number of positions that report to this role:</td>
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<td>Delegation(s) Assigned:</td>
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PURPOSE STATEMENT:
The ANU College of Engineering and Computer Science is dedicated to contributing to The Australian National University’s reputation for excellence in research and research-led education. The College is at the leading edge within numerous fields, including logic, algorithms and data, signal processing, artificial intelligence, computer vision and robotics, computational mechanics, materials, fabrication, big software systems, renewable energy, networked systems and quantum cybernetics.

The ANU College of Engineering and Computer Science (CECS) has embarked on a major initiative to reimagine the role of engineering and computing in the 21st century. As outlined in the CECS Strategic Intent the College has a unique set of national responsibilities and an obligation to have a degree of impact befitting Australia’s only national university. The Battery Storage and Grid Integration Program is an industry focused R&D initiative based at the Australian National University (ANU). The Program undertakes many large-scale research projects with Government and Industry partners in the field of energy storage and grid integration.

The role of Project Officer will be to coordinate research projects supported by the Program, this will involve working closely with members of the Program, the College, University community and external stakeholders to coordinate projects from inception to completion.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:
The Project Officer will report to the Research Leader, and will be working with a range of stakeholders across the project research team, and external to the University. The Project Officer will work collaboratively with all members of the Project Consortia to deliver on activities and deliverables of the Program.

Role Statement:
Under the broad direction of the Research Leader, the Project Officer will:

1. Provide operational support and management for research projects in the renewable energy and technology space, including project scoping and planning, stakeholder and communication planning, research activity coordination, and preparing and circulating regular and ad-hoc reports.
2. Be a point of liaison and coordination between the various members of the Project team, Project partners, stakeholders and community to ensure project deliverables and timelines are met. This may include providing Secretariat support to the Project Steering Committee and Advisory Group(s).
3. Provide regular project reports and risk assessments to the Research Leader to ensure transparency of project status.
4. Coordinate the financial administration of the project including coordinating milestone reporting, take accountability for obtaining the needed approvals and for the accurate processing of reporting.
5. Ensure compliance with University policies and procedures and College protocols. Investigate issues and design and implement initiatives to reduce risk.
6. Comply with all ANU policies and procedures, in particular those relating to work health and safety and equal opportunity.
7. Perform other duties as consistent with the classification of the position and in line with the principle of multi-skilling.

For assistance please contact HR Division Ph. 6125 3346
SELECTION CRITERIA:

1. Degree in a relevant field with demonstrated relevant experience in an administrative role in a complex environment or an equivalent combination of relevant experience and education/training. Experience in a University environment will be highly regarded.

2. Demonstrated high level customer service with effective communication skills and experience drafting business correspondence, reports and meeting papers and an ability to liaise effectively with stakeholders in a culturally diverse environment.

3. Demonstrated relationship-building and management skills that result in tangible outcomes, including the ability to liaise effectively with both academic researchers and industry partners.

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 desired.

5. Well-developed computer skills, including proficiency using the MS Office suite and experience with online data management platforms and website maintenance. Experience with MS Project will be highly regarded.

6. A demonstrated high level of understanding of equal opportunity principles and a commitment to their application in a university context.

ANU Officer Levels 6 and 7 are broadbanded in this stream. It is expected that at the higher levels within the broadband occupants, through experience, will have developed skills and expertise enabling them to more independently perform the full range of duties at a higher level, and that more time will be spent on the more complex functions of the position.

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:

General Staff Classification Descriptors

Academic Minimum Standards