



## Position Description

|   |   |
|---|---|
| College/Division:                             | ANU College of Asia and the Pacific                 |
| Faculty/School/Centre:                        | School of Regulation and Global Governance (RegNet) |
| Department/Unit:                              | School Department                                   |
| Position Title:                               | Senior Project Officer                              |
| Classification:                               | ANU Officer Grade 6/7 (Admin)                       |
| Position No:                                  | TBA   |
| Responsible to:                               | Professor Sharon Friel                              |
| Number of positions that report to this role: | 0   |
| Delegation(s) Assigned:                       | TBA   |

### PURPOSE STATEMENT:

The Senior Project Officer provides comprehensive project management support on a diverse range of activities undertaken by the ARC Laureate Governance for Planetary Health Equity Program (GPHEP) and Menzies Centre for Health Governance (MCHG). In particular, this role has an emphasis on effective administration of research contracts, strong financial and numerical analysis skills, proficiency with databases and software (including Word, Excel, PowerPoint, Outlook, Endnote and Twitter), report writing, executive assistance, team organisation and planning, and event planning.

### KEY ACCOUNTABILITY AREAS:

#### Position Dimension & Relationships:

The Senior Project Officer works under the broad direction of ARC Laureate Fellow Professor Sharon Friel, and works closely with the GPHEP and MCHG academics and RegNet's professional staff team.

**Role Statement:** Under broad direction from Professor Friel, the Senior Project Officer will:

1. Provide project management support to the ARC Laureate GPHEP and MCHG, including but not limited to:
  - Working with stakeholders in the ANU and funders to ensure the execution of Laureate and MCHG research contracts and grants.
  - Developing and administering budgets for GPHEP and MCHG projects, and maintaining accurate financial records
  - Developing and managing project monitoring and evaluation plans and other reporting processes including drafting intermediary and final reports.
  - Management of outputs, awards and activities.
  - Creating and maintaining relevant online content, including updating or creating research profiles for team members, uploading content to GPHEP and MCHG websites and liaising with Publications staff.
  - Creating PowerPoint presentations and basic design/image work.
  - Locating relevant material from libraries and the internet.
2. Provide high level support on a range of administrative matters, including executive assistance to Laureate Fellow, coordinating team meetings, coordinating communications with various stakeholders and organising relevant travel and events.
3. Coordinating and managing seminars, workshops and externally facing events. This may include developing and maintaining databases, liaison with professional networks and social media communications.
4. Comply with all ANU policies and procedures, in particular those relating to work health and safety and equal opportunity.
5. Perform the principle other of duties multi-skilling as requested, consistent with the classification level of the position.

**SELECTION CRITERIA:**

1. Degree with relevant experience or extensive experience in Project Management or Project Management Support or an equivalent combination of extensive relevant experience and education/training.
2. Experience in administering grant agreements and preparing and reviewing progress reports (financial and narrative) for external funding agencies, or similar experience demonstrating such ability.
3. Demonstrated effective interpersonal skills and verbal and written communication skills, including the ability to draft standard business correspondence and various related papers, and an ability to consult and liaise effectively with a wide range of people in a culturally diverse environment.
4. Proven organisational skills and high attention to detail, including proven ability in record-keeping. A demonstrated ability to prioritise own workload and to work effectively both independently and as part of a team, meeting competing deadlines and delivering high-quality outcomes.
5. Extensive experience in using information systems and demonstrated skills using the MSOffice suite, Endnote, social media. Demonstrated experience of online content maintenance and database management will be highly regarded.
6. A demonstrated understanding of equal opportunity principles and policies 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 Name: |  | Date: |  |
|---------------------------|--|-------|--|

**References:**

[Professional Staff Classification Descriptors](#)

[Academic Minimum Standards](#)



Australian  
National  
University

## Pre-Employment Work Environment Report

### Position Details

|                    |                                     |                     |         |
|--------------------|-------------------------------------|---------------------|---------|
| College/Div/Centre | ANU College of Asia and the Pacific | Dept/School/Section | RegNet  |
| Position Title     | Senior Project Officer              | Classification      | ANU 6/7 |
| Position No.       | TBA                                 | Reference No.       |         |

In accordance with the Work Health and Safety Act 2011 (Cth) the University has a primary duty of care, so far as reasonably practicable, to ensure the health and safety of all staff while they are at work in the University.

- This form must be completed by the supervisor of the advertised position and forwarded with the job requisition to Appointments and Promotions Branch, Human Resources Division. Without this form jobs cannot be advertised.
- This form is used to advise potential applicants of work environment and health and safety hazards prior to application.
- Once an applicant has been selected for the position they must familiarise themselves with the University WHS Management System via Handbook guidance <https://services.anu.edu.au/human-resources/health-safety/whs-management-system-handbook>
- The hazards identified below are of generic nature in relation to the position. It is not correlated directly to training required for the specific staff to be engaged. Identification of individual WHS training needs must be in accordance with WHS Local Training Plan and through the WHS induction programs and Performance Development Review Process.
- 'Regular' hazards identified below must be listed as 'Essential' in the Selection Criteria - see 'Employment Medical Procedures' at [http://info.anu.edu.au/Policies/\\_DHR/Procedures/Employment\\_Medical\\_Procedures.asp](http://info.anu.edu.au/Policies/_DHR/Procedures/Employment_Medical_Procedures.asp)

### Potential Hazards

|   |                                     |                          |  |                          |                          |
|---|-------------------------------------|--------------------------|--|--------------------------|--------------------------|
| <ul style="list-style-type: none"> <li>• Please indicate whether the duties associated with appointment will result in exposure to any of the following potential hazards, either as a regular or occasional part of the duties.</li> </ul> |                                     |                          |  |                          |                          |
| TASK  | regular                             | occasional               | TASK                                   | regular                  | occasional               |
| key boarding  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | laboratory work                        | <input type="checkbox"/> | <input type="checkbox"/> |
| lifting, manual handling  | <input type="checkbox"/>            | <input type="checkbox"/> | work at heights                        | <input type="checkbox"/> | <input type="checkbox"/> |
| repetitive manual tasks   | <input type="checkbox"/>            | <input type="checkbox"/> | work in confined spaces                | <input type="checkbox"/> | <input type="checkbox"/> |
| Organizing events   | <input type="checkbox"/>            | <input type="checkbox"/> | noise / vibration                      | <input type="checkbox"/> | <input type="checkbox"/> |
| fieldwork & travel  | <input type="checkbox"/>            | <input type="checkbox"/> | electricity                            | <input type="checkbox"/> | <input type="checkbox"/> |
| driving a vehicle   | <input type="checkbox"/>            | <input type="checkbox"/> |  |                          |                          |
| NON-IONIZING RADIATION  |                                     |                          | IONIZING RADIATION                     |                          |                          |
| solar   | <input type="checkbox"/>            | <input type="checkbox"/> | gamma, x-rays                          | <input type="checkbox"/> | <input type="checkbox"/> |
| ultraviolet   | <input type="checkbox"/>            | <input type="checkbox"/> | beta particles                         | <input type="checkbox"/> | <input type="checkbox"/> |
| infra red   | <input type="checkbox"/>            | <input type="checkbox"/> | nuclear particles                      | <input type="checkbox"/> | <input type="checkbox"/> |
| laser   | <input type="checkbox"/>            | <input type="checkbox"/> |  |                          |                          |
| radio frequency   | <input type="checkbox"/>            | <input type="checkbox"/> |  |                          |                          |
| CHEMICALS   |                                     |                          | BIOLOGICAL MATERIALS                   |                          |                          |
| hazardous substances  | <input type="checkbox"/>            | <input type="checkbox"/> | microbiological materials              | <input type="checkbox"/> | <input type="checkbox"/> |
| allergens   | <input type="checkbox"/>            | <input type="checkbox"/> | potential biological allergens         | <input type="checkbox"/> | <input type="checkbox"/> |
| cytotoxics  | <input type="checkbox"/>            | <input type="checkbox"/> | laboratory animals or insects          | <input type="checkbox"/> | <input type="checkbox"/> |
| mutagens/teratogens/<br>carcinogens   | <input type="checkbox"/>            | <input type="checkbox"/> | clinical specimens, including<br>blood | <input type="checkbox"/> | <input type="checkbox"/> |
| pesticides / herbicides   | <input type="checkbox"/>            | <input type="checkbox"/> | genetically-manipulated<br>specimens   | <input type="checkbox"/> | <input type="checkbox"/> |
|   |                                     |                          | immunisations                          | <input type="checkbox"/> | <input type="checkbox"/> |
| OTHER POTENTIAL HAZARDS (please specify):   |                                     |                          |  |                          |                          |
| Supervisor/Delegate Name:   |                                     |                          | Date:                                  |                          |                          |