PURPOSE STATEMENT:
The ANU College of Engineering and Computer Science has embarked on a major initiative to reimagine the role of engineering and computing in the 21st century. As outlined in the ANU 2025 strategic plan and the CECS Strategic Intent – we have a unique set of national responsibilities and an obligation to have a degree of impact befitting the only national university.

The School of Cybernetics is the first new school created at ANU this century. It is a new organisation built on a much older idea. The theory of cybernetics first found form in the 1940s and 1950s as a response to the rapid outgrowth of computing technology following World War II. As a field, it fused maths, engineering, and philosophy with biology, psychology, and anthropology, among many others. It was robustly interdisciplinary before that term was in common currency. It theorised an approach to next-generation computational systems that encompassed technology, culture, and the environment. Today, there is an imperative to reappraise and refit cybernetics for the 21st century and to design, drive and sustain a program of strategic activities around cybernetics. This new School of Cybernetics will build on the history of the field, as well as on the foundational work of the Autonomy, Agency and Assurance Innovation Institute (3Ai). This is an opportunity to establish an innovative and forward-looking intellectual agenda, built on a diverse, inclusive culture.

The establishment of a different kind of school, fit for the 21st century has given rise to the need for high level executive administrative support to help achieve the mission.

KEY ACCOUNTABILITY AREAS:
The School of Cybernetics will initially have defined four broad focus areas, or activity clusters – Strategic Services, the 3A Institute, Systems and Design. Each cluster will have a Lead who is responsible for leading the education, research and engagement activities in their area. This structure will allow for the concentration of resources and activities with a consequentially increased potential for meaningful impact, but all clusters will work in an integrated way, with staff engaging in activities across all four clusters in their day-to-day work.

The Executive Officer will be accountable for supporting the executive team members across the school to set strategy and execute against it.

Position Dimension & Relationships:
The position will report directly to the Director of the School, and work closely with the cluster leads in the school. The Executive Officer will develop and maintain close working relationships with academic and professional staff in the School, as well as relevant Executives and academic and professional staff within the College and across the University. The staff member is expected to contribute cooperatively to the overall intellectual life of the School, College and University.

Role Statement:
• Under broad direction, and working with a high degree of autonomy, the Executive Officer will:
• Assist in the provision of strategic planning, high level administrative, and project management support to the School Director, the School Manager and the School Executive, as well as act as a point of liaison and
coordination for the School Executive, relevant committees, the wider University and external agencies and organisations.

- Provide high-level secretarial and communication support to the School Executive connected with their involvement in, including chairing of, various committees, including the preparation of papers, agenda development, minute-taking, providing minutes and following-up on agreed action items, preparing reports and regularly reporting on committee outcomes.

- Provide high-level management of the Director’s research and engagement portfolio, write reports, draft submissions and correspondence relating to strategic projects, including managing the various ethics applications where members of the School Executive are Chief Investigators.

- Manage new and ongoing projects, including functional reviews and the implementation of recommendations, preparing and circulating various reports, developing performance indicators and dashboards to measure and report on the area’s performance and taking a leading role in identifying and realising new opportunities.

- Exercise a high degree of independent and professional judgment through making independent decisions in response to a variety of sensitive and important matters.

- Assist the School Director in developing effective mechanisms for monitoring and reporting on the School’s progress on the School’s performance, preparing and circulating regular and ad-hoc reports.

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

- Perform other duties as requested, consistent with the classification level of the position and in line with the principle of multi-skilling.
**SELECTION CRITERIA:**
The breadth and depth of this role are illustrated in the below selection criteria. While candidates should ideally meet all selection criteria, the School of Cybernetics will consider all applications that demonstrate alignment with its mission and culture:

1. Postgraduate qualification or progress toward qualifications and/or at least 5 years’ experience in administration and/or office management. Experience within a university or start-up environment will be highly regarded.

2. A sound understanding of the challenges and opportunities facing the Australian higher education sector. Knowledge of the ANU practices will be advantageous.

3. Ability to synthesise information from multiple sources and to generate new knowledge and insights and make policy recommendations to the executive. Proven experience providing strategic advice, planning and reporting to senior management.

4. Demonstrated high level organisational skills with experience in research, producing reports and meeting papers. Ability to prioritise workload and implement projects that have an impact on the broader school.

5. Ability to provide senior administrative support in the non-traditional environment of the newly established School of Cybernetics, sensitively balancing complex and often competing issues. Demonstrated ability to delegate and manage staff.

6. Demonstrated high level interpersonal and communication skills, both written and oral. Excellent stakeholder management ability, including demonstrated experience liaising effectively with key internal and external stakeholders.

7. Well-developed computer skills, including online data management and reporting systems. Advanced Microsoft Office suite proficiency, including advanced Excel skills.

8. A demonstrated high-level of understanding of equal opportunity principles and occupational health and safety in the workplace and a commitment to the application of these principles 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.

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**References:**
- General Staff Classification Descriptors
- Academic Minimum Standards