Division: Pro Vice-Chancellor (Education)
Centre: Centre for Learning and Teaching
Position Title: Team Leader Continuing Education
Classification: ANU Officer Grade 8
Position No: 4788
Responsible to: Director, Learning and Teaching
Number of positions that report to this role: 3
Delegation(s) Assigned: D8

PURPOSE STATEMENT:
The ANU Centre for Learning and Teaching (CLT) provides expert advice and support in delivering innovative
learning and teaching services through collaborative partnerships across the University. The CLT is a service division
and has a strong orientation to stakeholder collaboration and provision of high quality services to the ANU education
community.

The Centre for Continuing Education (CCE) team contributes to the University’s strategy for teaching and learning
by providing a suite of professional development and lifelong learning offerings in collaboration with the colleges for
multiple stakeholders including but not limited to internal ANU staff, public servants, business people and school
students. The Team Leader, Continuing Education is responsible for coordinating operational and administrative
support to a suite of programs to meet current needs and strategy.

KEY ACCOUNTABILITY AREAS:
Position Dimension & Relationships:
The Team Leader Continuing Education reports to the Director, Learning and Teaching and is responsible for the
day-to-day operational and financial management of community courses, professional short courses and
microcredentials for Centre for Continuing Education (CCE). The position liaises broadly with both internal and
external stakeholders, including ANU academic and professional staff and employers and members of the Canberra
community.

Role Statement:
Under broad direction of the Director, Learning and Teaching:

1. Have oversight of the development, coordination, implementation, and delivery of professional education,
continuing education, microcredentials and non-award study in accordance with ANU strategic directions
2. Manage day-to-day operations, financial analysis and management reporting, facilities management and
engagement of academics, ensure CCE operates in accordance with University policies and procedures,
including consistency of accounting procedures (including stores and purchasing), controls and reporting
methodologies.
3. Effectively manage staff to foster teamwork and an engaging work environment, including, staff performance
evaluation, planning and organising workloads and staff assignments in collaboration with the Manager,
Continuing Education.
4. Contribute to the Centre’s planning process and the development of strategic and operational plans.
5. Liaise with stakeholders to negotiate the delivery and evaluation of programs to meet stakeholder needs
including ANU academic and professional staff and with employers and members of the Canberra
community.
6. Organise, and provide high level secretarial support to the CCE Advisory Committee.
7. Comply with all ANU policies and procedures, and in particular those relating to work health and safety and
equal opportunity.
## SELECTION CRITERIA:

1. Extensive experience in management in a University or comparable environment, and/or Post-graduate qualifications or progress towards relevant qualification. Sound knowledge of relevant adult education and education program delivery is highly regarded.

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

3. Proven ability to lead, manage and develop teams to deliver a consistent, high quality operations service to internal and external stakeholders in the field of education or similar.

4. Proven expertise in financial management and accounting services especially budgeting, costing, and forecasting.

5. Expertise in the use of management information systems, including the ability to construct reports, analyse data and provide strategic advice to internal and external stakeholders. Knowledge of student, financial, human resources and information technology systems will be highly regarded.

6. Demonstrated high-level written, oral and interpersonal skills, including strong negotiation and presentation skills.

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

### Supervisor:

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<th>A/Prof Kim Blackmore - Director, Learning and Teaching</th>
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### References:

- [Professional Staff Classification Descriptors](#)