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. Continuing Education within the CLT contributes to the University’s strategy for teaching and learning by providing a suite of initiatives and programs for professional development and lifelong learning, including extension and enrichment programs for secondary school students. The ANU Extension program offers a suite of courses where high-achieving students can obtain credit with the BSSS (H courses) and ANU (ANU Extension course) at first year level.

The ANU Extension and Enrichment Team Leader will co-ordinate a team of ANU sessional teachers and pro-actively liaise with administrative staff across ANU colleges to assist with the smooth delivery of the ANU Extension program. Working with all stakeholders, the ANU Extension and Enrichment Team Leader will also manage and undertake activities which support the operational needs and sustainability of the program including presentations and selection tests for prospective students, school and ANU colleges liaison, teacher induction sessions and term meetings, grade collation and reporting for BSSS H and ANU courses, curriculum documentation and relevant formal and informal celebratory and reporting activities marking the conclusion of each course.

The ANU Extension and Enrichment Team Leader will liaise with all stakeholders under the direction of the Continuing Education Manager, including school principals, BSSS and ACT Directorate staff, and assist with ANU internal and external compliance and reporting requirements as well as providing secretariat support for the ANU Extension Board of Studies.

KEY ACCOUNTABILITY AREAS:
Position Dimension & Relationships:
The ANU Extension and Enrichment Team Leader works most closely with sessional teachers and administration teams across the ANU colleges to promote and support the ANU Extension program and ensure smooth delivery of courses as well as BSSS grading and reporting requirements.

Role Statement:
Under broad direction of the Manager, Continuing Education the ANU Extension and Enrichment Team Leader will:

- Co-ordinate the ANU Extension program activities to ensure the smooth student enrolment and delivery of ANU Extension courses, (H courses). This includes cultivating collaborative relationships and reliable communication with ANU colleges, external stakeholders, teachers and administration teams to ensure courses meet compliance needs (ANU and BSSS) and provide a seamless and positive experience for students.
Monitor and respond to ANU and BSSS requirements around the delivery, grading and reporting of ANU Extension courses (H courses).

- Pro-actively coordinate ANU Extension administration activities such as teacher recruitment, teacher training, course scheduling, workshops and term and report finalisation meetings, to ensure critical deadlines are met.
- Ensure ANU Extension communications, such as the ANU website and presentation materials, are current and accurate.
- As well as secretariat support, provide ANU Extension data (e.g., enrolment demographics) and prepare draft reports for the ANU Extension Board of Studies and CLT as requested by Board of Studies members and/or CE Manager.
- Ensure curriculum documentation, grades and student communications are stored and managed in keeping with ANU and BSSS compliance, privacy and professional requirements.
- Work closely with other stakeholders and colleges, including CCE, where opportunity presents for improved efficiency and potential expansion of the ANU Extension program and other enrichment opportunities in line with ANU strategic plan.
- 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 accordance with the principle of multi-skilling.

**SELECTION CRITERIA:**

- Postgraduate qualifications in Education, or an equivalent combination of a degree and relevant experience in senior secondary education or higher education would be highly regarded.
- Demonstrated ability to provide professional teacher co-ordination, mentoring and administrative leadership to support high quality educational programs to enhance the reputation of ANU Extension and enrichment activities within and beyond the ACT.
- High-level organisational skills, high-competence with Excel and relevant education databases and HE learning management systems. Familiarity with contemporary teaching and grading administrative processes used for students in both higher education and senior secondary contexts.
- Demonstrated ability to strategically prioritise workloads under time pressure and the pro-active adoption of efficient approaches and suitable technologies leading to process improvement, efficiency and the achievement of strategic goals as required.
- Excellent communication (verbal, written and presentation) and interpersonal skills to nurture and maintain collaborations between diverse stakeholders within a complex environment to promote, support and sustain the ANU Extension program, and ensure all marketing activities and communications (including emails with ACT school students and parents) meet privacy and high professional standards.
- Demonstrated ability to liaise, negotiate and solve complex problems and exercise sound judgement and diplomacy across multiple stakeholders under competing priorities in an Education context, and to escalate issues of concern appropriately in a timely, professional and transparent manner.
- Capacity to monitor and adopt curriculum, professional and compliance requirements in a diligent fashion as pertinent to ANU Extension courses (ANU and BSSS) and the delivery of the ANU Extension program within the university context.
- A demonstrated high level of understanding of Equal Opportunity (EO) principles and a commitment to the application of EO policies 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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<th>Supervisor/Delegate Signature:</th>
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<td>Printed Name:</td>
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**References:**

- Professional Staff Classification Descriptors
- Academic Minimum Standards