



Position Description

College/Division:	ANU College of Science
Faculty/School/Centre:	Australian National Centre for the Public Awareness of Science
Department/Unit:	
Position Title:	Senior Administration Officer
Classification:	ANU Officer Grade 6/7 (Admin)
Position No:	TBC
Responsible to:	CEO, CPAS UNESCO Chair
Number of positions that report to this role:	0
Delegation(s) Assigned:	

PURPOSE STATEMENT:

The Senior Administration Officer will provide high-level, comprehensive administrative support to the UNESCO Chair program of work based at the Australian National Centre for the Public Awareness of Science (CPAS). The Senior Administration Officer will assist the Chair holder and the CEO with the internal organisation of the Chair program of work, business planning and projects, stakeholder liaison, and the design and ongoing maintenance of communication platforms critical to the Chair's operations.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

The Senior Administration Officer reports to the Chair holder and the CEO, and will also work closely with the staff within the Centre for the Public Awareness of Science. The Senior Administration Officer will also liaise regularly with the Chair holder and the CEO, CPAS Directorate, key Chair stakeholders (including the steering committee and visiting fellows), the Office of the College Dean, Science Administration and Research Schools across the University.

Role Statement:

Under the broad direction of the Chair holder and the CEO, the Senior Administration Officer will:

- Act as the first point of contact for the Chair including responding to enquiries, and corresponding with Chair stakeholders, staff and students.
- Provide high-level administrative and operational support to the Chair holder and the CEO in support of the administrative management of the Chair's program of work.
- Aid in the design, and take carriage over the maintenance, of the Chair's array of communication platforms and collateral, including identifying new communication needs and updating existing communication products and platforms.
- Act as a point of liaison between the Chair holder and the CEO, UNESCO, key Chair stakeholders and its steering committee, and relevant entities within the ANU.
- Provide secretariat support to various committees, including the preparation of papers and reports, agenda development, preparing and distributing minutes and actioning agreed outcomes.
- Manage special projects, undertake desktop research, write reports and draft correspondence that contributes to the business development of the Chair program of work in support of its strategic planning.
- Undertake functional reviews on existing projects and manage the implementation of recommendations in a continued effort to improve the performance of the Chair program of work.

- Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity.
- Undertake other duties as consistent with the classification level of the position.

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.
2. Proven skills and experience in strategic planning, project management, communication development and the provision of high-level administrative support.
3. Demonstrated high-level literacy, written and verbal communication skills, with proven experience drafting complex contracts and/or reports.
4. Proven experience in the provision of high quality customer service, including a demonstrated ability to build effective working relationships in a culturally diverse environment and to clearly communicate, consult, negotiate and liaise effectively with a diverse range of people both orally and in writing.
5. Demonstrated analytical and problem-solving skills, with a proven ability to collect and analyse data, prepare documentation to support evidence-based decision making and to implement agreed outcomes.
6. Proven organisational skills and attention to detail, with a demonstrated ability to prioritise own workload and to work effectively both independently and as part of a team, meeting demanding deadlines and delivering high quality outcomes.
7. Highly developed computer skills, including proficiency using the MSOffice suite and experience with online data management systems. Experience in ANU enterprise systems is desirable but not essential.
8. A demonstrated understanding of equal opportunity principles and policies and a commitment to their application 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.

Supervisor/Delegate Signature:		Date:	11/01/2022
Printed Name:	Joan Leach	Uni ID:	U1010952

References:

[General Staff Classification Descriptors](#)

[Academic Minimum Standards](#)



Pre-Employment Work Environment Report

Position Details

College/Div/Centre	ANU College of Science	Dept/School/Section	
Position Title		Classification	
Position No.		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 appended to the back of the Position Description.
- 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

Potential Hazards

<ul style="list-style-type: none"> • 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. 					
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 checked="" 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/ carcinogens	<input type="checkbox"/>	<input type="checkbox"/>	clinical specimens, including blood	<input type="checkbox"/>	<input type="checkbox"/>
pesticides / herbicides	<input type="checkbox"/>	<input type="checkbox"/>	genetically-manipulated specimens	<input type="checkbox"/>	<input type="checkbox"/>
			immunisations	<input type="checkbox"/>	<input type="checkbox"/>
OTHER POTENTIAL HAZARDS (please specify):					
Supervisor/Delegate Name:		<i>Joan Leach</i>		Date:	<i>11/01/2022</i>