Position Description

College/Division: Deputy Vice-Chancellor Student and University Experience (DVCSUE)
Faculty/School/Centre: University Experience
Department/Unit: Engagement and Success
Position Title: Student Leadership and Development Officer
Classification: ANU Officer 6/7 (Administration)
Position No: 26268
Responsible to: Deputy Manager, Student Development, Engagement and Success
Number of positions that report to this role: Student casuals and volunteers (tbc)

PURPOSE STATEMENT:
The Student Leadership and Development Officer is responsible for ensuring the high quality delivery and implementation of high impact programs related to the personal, professional and academic development for domestic and international students. The Student Leadership and Development Officer works as part of a dedicated student-facing team responsible for taking a holistic approach to student engagement and development, and forging collegial relationships with ANU Colleges, service divisions and external community organisations.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:
The Student Leadership and Development Officer is a member of the Engagement and Success team within the University Experience portfolio under the DVCSUE. Under the general direction of the Deputy Manager, Student Development, the Student Leadership and Development Officer works closely with team members on programs/projects and events designed to enhance students’ capacity, support their personal development and enrich their student experience, success and employability. The role also contributes to the evaluation of programs/projects; promotes the broader team’s activities; engages with stakeholders; and, as needed, supervises student volunteers, student leaders and student casuals.

Role Statement:
- Plan, coordinate, implement, and evaluate a comprehensive program of student leadership and development activities across the University;
- Collaborate with internal and external stakeholders to engage in continuous improvement, identify and implement evidence based best practices in their programs for the benefit of ANU students;
- Supervision, mentoring and training of student volunteers, student leaders and student casuals, as required, in line with programs assigned;
- Maintain a high level of knowledge about administrative, support services and student leadership and development programs for the purpose of training student leaders, volunteers and providing relevant and timely information and advice for their development;
- Provide high level advice on student leadership development, especially related to the program the Student Leadership and Development Officer runs (Student Research Conference, liaison for the Clinton Global Initiative University application and support to successful applicants, promote the Nobel Ignitor Fellowship and provide guidance to the successful student);
- Apply University policies, rules and practices as they relate to student transition, leadership and development and, as required, communicate these to relevant internal and external stakeholders;
- Implement, maintain and develop procedures and record systems within Engagement and Success, ensuring compliance with University policies, rules and practices, as well as relevant government legislation;
- Produce, analyse and interpret data related to student leadership and development and contribute to the dissemination of work via monthly reports, project reports, conference presentations, research papers, or briefing notes;
- Actively engage in ongoing professional development and make a continuing contribution to the team’s broader student engagement and development initiatives;
- Carry out other related duties as required by the Deputy Manager, Student Development and work collaboratively towards achieving the strategic objectives of the DVCSUE portfolio;

For assistance please contact HR Division Ph. 6125 3346
Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity.

**SELECTION CRITERIA:**

1. Demonstrated experience in delivery of effective student development programs, program coordination, project management and a commitment to high-quality service, preferably in a higher education environment, or an equivalent combination of education, experience and/or training. A relevant degree or training will be highly regarded.
2. Excellent interpersonal and communication skills, both written and oral, including demonstrated ability to consult effectively with a diverse range of stakeholders.
3. Proven ability to effectively supervise, mentor and train student casuals, leaders and volunteers.
4. Experience and aptitude to interpret, apply and advise on policy and procedures within a complex organisation.
5. Demonstrated ability to work both independently and as a member of a team to manage projects and prioritise tasks according to the demands of high-pressure peak periods.
6. Superior analytical and program delivery skills with capacity to utilise data to conceptualise, develop, implement and review programs and processes to deliver successful programs.
7. A sound understanding of equal opportunity principles and a commitment to their application in a university context.

**ANU Officer Levels 6 and 7 are broad banded 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.**

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**References:**

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