



Position Description

College/Division:	Division of Student Administration and Academic Services
Department/Unit:	Examinations, Graduations & Prizes Office
Position Title:	Senior Graduations & Prizes Officer
Classification:	ANU Officer Grade 6/7 (Administration)
Position No:	
Responsible to:	Deputy Manager – Examinations, Graduations & Prizes
Number of positions that report to this role:	1
Delegation(s) Assigned:	Nil

PURPOSE STATEMENT:

Under the broad direction of the Deputy Manager – Examinations, Graduations & Prizes Office, the position will provide strategic and operational leadership in all aspects of graduation and prize processes. The role requires close interaction with internal and external stakeholders and event management skills.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

The position is part of the Division of Student Administration and Academic Services and reports directly to the Deputy Manager – Examinations, Graduations & Prizes. Promoting a strong service culture to students is at the core of the role; the ability to liaise with staff and form strong and cooperative work relationships across the ANU - and with external bodies - is also vital. The occupant will develop expertise in the graduation and prize areas and be proactive in communicating and sharing that knowledge. The duties listed below provide a broad overview of the range of administrative tasks.

Role Statement:

Under the broad direction of the Deputy Manager – Examinations, Graduations & Prizes, the Senior Graduations & Prizes Officer will:

1. Provide leadership and direction to the university's graduation and prize processes; ensure all business processes are established and reviewed.
2. Tasks include: web page maintenance and development, database interaction (Peoplesoft/ISIS/external systems), event management, publishing/reporting, relationship development/management, secretariat responsibilities, establishing/reviewing *Conditions of Awards* for prizes.
3. Coordinate the university's prize processes by:
 - a. providing secretariat support and administrative leadership;
 - b. providing logistical and other arrangements for meetings and interviews, including schedules, travel, accommodation bookings, catering;
 - c. collating and preparing agenda papers, minutes and reports;
 - d. establishing and reviewing communication strategies;
 - e. performing financial processing and reporting, including payment of prizes and other expenses;
 - f. supporting the College-based prize process.
4. Coordinate the university's graduation processes by:
 - a. establishing and publishing a business process timetable for the greater campus;
 - b. overseeing the evaluation process of potential graduands by Colleges;
 - c. being responsible and accountable for the student/staff experience; this includes engaging surveys subsequent to events and implementing recommendations;
 - d. effectively engaging with internal (e.g. Colleges, students and the Executive)

and external stakeholders (such as contracted service providers) to provide real outcomes;

e. coordinating all communication and publishing requirements.

5. Interpret, apply and advise on relevant rules, policy and procedures.
6. Develop and maintain operational manuals, communication plans and reporting schedules as part of a record management framework;
7. Provide direct supervision to staff member/s;
8. Perform other duties consistent with the classification of the position, as requiredPerform other duties as requested, consistent with the classification of the position and in line with the principle of multi-skilling and professional development.

See the classification descriptors for professional staff and minimum standards for academic staff

SELECTION CRITERIA:

1. Administration and/or secretariat experience, preferably in a higher education environment. A relevant diploma, degree or training will be highly regarded.
2. Demonstrate an understanding of the responsibilities involved with team leadership including well-developed communication skills - both oral and written - and the ability to develop and maintain working relationships internally and externally.
3. Demonstrate an understanding and a strong commitment to high quality customer service and organisational skills, inclusive of the ability to interpret and apply rules, policy and procedures within a complex organisation.
4. Demonstrate an understanding and a strong commitment to providing key support and leadership to an administrative process by showing initiative, investigative qualities and problem solving skills. A demonstrated approach to reviewing processes and implementing change will be highly regarded.
5. Highly developed computer skills, including proficiency using the Microsoft Office suite and large enterprise systems.
6. Demonstrate a high level of knowledge, understanding and application of Equal Opportunity (EO) and Work Health and Safety (WHS) principles as they relate to employment and a commitment to their application in a tertiary 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:	
Printed Name:		Uni ID:	

References:

[Professional Staff Classification Descriptors](#)

[Academic Minimum Standards](#)



Pre-Employment Work Environment Report

Position Details

College/Div/Centre	Division of Student Administration and Academic Services	Dept/School/Section	Examinations, Graduations & Prizes Office
Position Title	Senior Graduations Officer	Classification	ANU 6/7
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
key boarding	<input checked="" type="checkbox"/>	<input type="checkbox"/>	laboratory work
lifting, manual handling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	work at heights
repetitive manual tasks	<input type="checkbox"/>	<input type="checkbox"/>	work in confined spaces
Organizing events	<input type="checkbox"/>	<input type="checkbox"/>	noise / vibration
fieldwork & travel	<input type="checkbox"/>	<input type="checkbox"/>	electricity
driving a vehicle	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
NON-IONIZING RADIATION			IONIZING RADIATION
solar	<input type="checkbox"/>	<input type="checkbox"/>	gamma, x-rays
ultraviolet	<input type="checkbox"/>	<input type="checkbox"/>	beta particles
infra red	<input type="checkbox"/>	<input type="checkbox"/>	nuclear particles
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
allergens	<input type="checkbox"/>	<input type="checkbox"/>	potential biological allergens
cytotoxics	<input type="checkbox"/>	<input type="checkbox"/>	laboratory animals or insects
mutagens/teratogens/ carcinogens	<input type="checkbox"/>	<input type="checkbox"/>	clinical specimens, including blood
pesticides / herbicides	<input type="checkbox"/>	<input type="checkbox"/>	genetically-manipulated specimens
			immunisations
OTHER POTENTIAL HAZARDS (please specify):			
Supervisor/Delegate Name:		Date:	