



Position Description

College/Division:	Deputy Vice-Chancellor Academic (DVCA)
School/Centre:	University Experience
Department/Unit:	Student Life
Position Title:	Student Life Officer, Student Orientation
Classification:	ANU Officer Grade 6/7 (Administration)
Position No:	TBC
Responsible to:	Deputy Manager, Student Orientation
Number of positions that report to this role:	-
Delegation(s) Assigned:	

PURPOSE STATEMENT:

The University Experience Division is within the Deputy Vice-Chancellor (Academic) Portfolio. The University Experience Division brings together portfolio-based student facing services, engagement and enrichment programs and education, prevention and early intervention work and initiatives.

The Student Life Officer, Student Orientation, works as part of a dedicated student-facing team responsible for the high-quality delivery and implementation of programs related to orientation, transition, and co-curricular enrichment for domestic and international students.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

The Student Life Officer, SO is a member of the Student Life team within the University Experience portfolio under the Deputy Vice-Chancellor Academic. Under the broad direction of the Deputy Manager, Student Orientation, the Student Life Officer, SO works closely with team members on projects and events designed to enhance the student experience of orientation, transition and co-curricular activities; contribute to the evaluation of programs; promote team activities; engage with stakeholders; and, as needed, supervise students.

Role Statement:

Under broad direction of the Deputy Manager, Student Orientation, and the Senior Manager, Student Life, the Student Life Officer, SO will:

1. Plan, implement, and evaluate a comprehensive suite of student and community development programs and initiatives to address emerging challenges facing our student community and support their success;
2. Collaborate with internal and external stakeholders to engage in continuous improvement and best practices for the benefit of ANU students;
3. Supervision, mentoring and training of student volunteers, student leaders, and student casuals as required in line with program needs;
4. Maintain a high level of knowledge of student and community development principles and approaches for the purposes of supporting community engagement and providing relevant and timely information and advice;
5. Provide high level advice on community engagement and student development activities;
6. Apply University policies, rules, and practices as they relate to student and community engagement, and, as required, communicate these to relevant internal and external stakeholders;
7. Maintain and develop procedures and record systems within Student Life, ensuring compliance with University policies, rules, and practices, as well as relevant government legislation;
8. Produce, analyse, and interpret data related to student and community development, and contribute to the dissemination of work via reports, conference presentations, research papers, or briefing notes;
9. Actively engage in ongoing professional development and make a continuing contribution to the team's broader student engagement and development initiatives;

10. Carry out other related duties as required by the Deputy Manager, Community Engagement, and work collaboratively towards achieving the strategic objectives of the DVCA portfolio;
11. 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 effective program coordination 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, such as student and/or community development, social work or related field, or an equivalent combination of relevant experience and/or education/training.
2. Demonstrated knowledge and understanding of student and community development principles and approaches, project management skills, including demonstrated ability to plan, implement, evaluate these programs and initiatives and report on the outcomes achieved.
3. Excellent interpersonal and communication skills, both written and oral, including demonstrated ability to consult effectively with a diverse range of stakeholders.
4. Proven ability to effectively supervise, mentor, and train student casuals, leaders, and volunteers.
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 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. See the [secondary descriptors for each specific classification stream](https://services.anu.edu.au/human-resources/respect-inclusion/essential-eeo-criteria-for-professional-staff)

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.

References:

[Professional Staff Classification Descriptors](#)



Pre-Employment Work Environment Report

Position Details

College/Div/Centre	Deputy Vice-Chancellor Academic	Dept/School/Section	University Experience, Student Life, SO
Position Title	Student Life Officer, SO	Classification	ANU06/7
Position No.	TBC	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 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):					