



## Position Description

College/Division:	ANU College of Health and Medicine (CHM)
Faculty/School/Centre:	School of Medicine and Psychology
Department/Unit:	Education Support Unit
Position Title:	Assessment & Evaluation Coordinator
Classification:	ANU Officer Grade 6/7 (Administration)
Position No:	20774
Responsible to:	Education Delivery Manager
Number of positions reporting to this role:	0-1
Delegation(s) Assigned:	D8

### PURPOSE STATEMENT

The ANU College of Health and Medicine (CHM) encompasses a tradition of research excellence that has fostered four Nobel Laureates and trains leaders in science, medicine, health and the environment in Research Schools consistently ranked among the top performers in the world in their various fields.

The School of Medicine and Psychology is a leading centre of teaching and research in Australia and is committed to excellence in research, teaching, and supervision of research/clinical students across all areas of medicine and psychology. Psychology has notable strengths in clinical, social, cognitive, and developmental psychology, as well as strengths in research methods and human neuroscience. Medicine is committed to extending the boundaries of medical knowledge and improving the health system through research, and to providing students with a research led educational experience.

The assessment and evaluation team provides administrative support for assessment and evaluation to the School. They work alongside academics to support the delivery of assessment across clinical sites. The student assessment and evaluation team works closely with the staff across the Education Support Unit to ensure the highest standards of assessment and student outcomes are consistently achieved.

### KEY ACCOUNTABILITY AREAS

#### Position Dimension & Relationships

The Assessment & Evaluation Coordinator works under the general direction of the Education Delivery Manager, and is based on the ANU Acton Campus while working regularly from the Canberra Hospital Campus. The position works closely with the Associate Directors Education along with senior academic staff. The Assessment & Evaluation Coordinator supports the management, coordination and delivery of the School of Medicine and Psychology assessment and evaluation, management of student assessment records, and ensures policies and procedures are consistently applied, and opportunities for improvements are identified and implemented.

#### Role Statement

Under broad direction, the Assessment & Evaluation Coordinator will:

1. Coordinate the management and delivery of assessment and evaluation requirements.
2. Provide support to the Associate Director's Education and senior academic staff in matters related to the implementation of ANU assessment policies and procedures.
3. Support the Associate Director's (Teaching and Learning Phase 1 & 2) with the preparation of summary figures for inclusion in curriculum reviews and other reports as required.
4. Support the Technology Enhanced Learning and Teaching (TELT) group within the school in the development of interactive assessment resources as required.
5. Assist with the management of student assessment files, liaising with ANU Division of Student Administration and Academic Services (DSAAS) and key external stakeholders (e.g. the Australian Health Practitioner's Regulatory Agency) on matters related to examinations, student results and eligibility for graduation.
6. Provide logistical support during peak academic periods, including but not limited to, admission interviews.
7. Liaise with colleagues to develop a broad base of student administration skills, and actively participate in the continuous process improvement of student related activities and implementation of local and University-wide projects.
8. Support a service improvement culture, working collaboratively to consult and gather information, identify solutions and undertake tasks to achieve identified objectives.
9. Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity.

10. Perform other duties as requested, consistent with the classification level of the position and in line with the principle of multi-skilling.

**Note:**

As the role requires attendance at sites across Canberra this role requires the incumbent to hold a current driver's licence.

See the [classification descriptors for general staff](#)<sup>1</sup> and [minimum standards for academic staff](#)<sup>2</sup>

## SELECTION CRITERIA

1. Degree in a relevant field with experience in the area of assessment and higher education program administration or an equivalent combination of relevant experience and education/ training.
2. Sound knowledge of assessment tools and student information collection and analysis in the higher education environment. Experience in a medical education environment would be advantageous.
3. Demonstrated supervisory experience, with an ability to build, lead and manage an effective and efficient team to deliver administrative outcomes.
4. Demonstrated analytical and problem-solving skills and a high degree of attention to detail, with a proven ability to use initiative, investigate issues, collect and analyse data and to make evidence based recommendations.
5. Proven organisational skills and ability to prioritise own workload and to work effectively both independently and as part of a team, meeting demanding and competing deadlines while delivering high quality outcomes.
6. Demonstrated high quality customer service and written and oral communication skills including experience consulting and liaising effectively with a wide range of stakeholders in a culturally diverse environment, whilst maintaining a high level of confidentiality and privacy, and handling sensitive information discreetly.
7. Demonstrated high-level of understanding of equal opportunity principles and occupational health and safety in the workplace and a commitment to the application of these principles 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.*

*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.*

<b>Supervisor/Delegate Signature:</b>		<b>Date:</b>	
Printed Name:		<b>Uni ID:</b>	

### References:

[General Staff Classification Descriptors](#)

[Academic Minimum Standards](#)

<sup>1</sup>[Schedule 5 - General staff classification descriptors - Human Resources - ANU](#)

<sup>2</sup>[Schedule 4 - Human Resources - ANU](#)



# Pre-Employment Work Environment Report

## Position Details

College/Div/Centre	CHM	Dept/School/Section	School of Medicine and Psychology
Position Title	Assessment and Evaluation Coordinator	Classification	ANU Officer 6/7
Position No.	20774	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](http://info.anu.edu.au/Policies/_DHR/Procedures/Employment_Medical_Procedures.asp)

## Potential Hazards

<ul style="list-style-type: none"> <li>• Please indicate whether the duties associated with appointment will result in exposure to any of the following potential hazards, either as a <b>regular</b> or <b>occasional</b> part of the duties.</li> </ul>					
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"/>
<b>OTHER POTENTIAL HAZARDS (please specify):</b>					
<b>Supervisor/Delegate Name:</b>			<b>Date:</b>		