



Position Description

College/Division:	ANU College of Health and Medicine
Faculty/School/Centre:	National Centre for Epidemiology & Population Health
Department/Unit:	Department of Applied Epidemiology
Position Title:	Senior Administration Officer Pac- EVIPP+
Classification:	ANU Officer Level 6/7
Position No:	TBC
Responsible to:	Senior Lecturer and Pac-EVIPP+ Lead and Coordinator
Number of positions that report to this role:	0
Delegation(s) Assigned:	Nil

PURPOSE STATEMENT:

The ANU College of Health and Medicine encompasses a tradition of research excellence that has fostered five 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. Our academic and research staff in the College are committed to solving problems through big picture and applied scientific research, and improving health outcomes for people around the world.

These inspiring ambitions are realised through our three areas - National Centre for Epidemiology and Population Health; the John Curtin School of Medical Research; and the School of Medicine and Psychology who work together to deliver world-class research and education across the spectrum of medicine and health-related fields, and partnership with the health sector at the local, national and international levels.

The National Centre for Epidemiology and Population Health (NCEPH) strives to improve the population's mental and physical health through discovery, education, and the translation of research into effective health policy and practice, working on problems in Australia and Internationally. The different nature and focus of the Research centres ensure the successful cross-disciplinary approach to population health research, making it an internationally recognised reference for researchers and students.

The Senior Administration Officer Pac-EVIPP+ ensures the efficient and effective provision of general administrative support and the coordination of the day-to-day operations of the Pacific Evidence Informed Policies and Program + (Pac-EVIPP+) through liaising with staff and students and providing high level advice and assistance on a wide range of general and student administration, financial and human resources matters.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

The Senior Administration Officer Pac- EVIPP+ will support a small program team and coordinate the provision of high-level advice and administrative support to ensure the efficient and effective management of day-to-day operations by liaising with staff, students, visitors and external stakeholders and working in partnership with other areas of the University.

Role Statement:

Under broad direction, the Senior Administration Officer Pac- EVIPP+ will:

- Provide high-level advice on a wide range of policies and procedures, liaising with staff and students and ensuring issues are solved timely.

- Contribute to the development and implementation of project initiatives, coordinating various consultation processes and provide high-level project support in the implementation of various strategic initiatives, including the improvement of administrative processes.
- Coordinate the financial, human resources, student and education administration, being accountable for obtaining the needed approvals and for the accurate processing and reporting and ensuring compliance with University policies and procedures and local area protocols, investigating issues and designing and implementing initiatives to reduce risks.
- Oversee a range of other administrative matters such as; room allocation and booking, event coordination and stationery orders, in line with University and local area protocols.
- Coordinate the Pac-EVIPP+ website maintenance, liaising with stakeholders to collect information and working with the central admin team to update relevant sections, taking a proactive role in ensuring the website information and structure contribute to the achievement of the Project goals.
- Support a small team of administrators, including coaching, mentoring, skill and career development and feedback on performance.
- Comply with all ANU policies and procedures, in particular those relating to work health and safety and equal opportunity.
- Perform other duties as requested, consistent with the classification level of the position and in line with the principle of multi-skilling.

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. Experience in finance, student administration or human resources, particularly within the area of public health or international health, will be highly regarded.
2. Demonstrated high level customer service and communication skills with experience producing business correspondence, reports and meeting papers and an ability to liaise effectively with stakeholders in a culturally diverse environment.
3. Demonstrated analytical and problem-solving skills, with a proven ability to collect and analyse data and to make recommendations on alternative solutions to senior management. Project coordination experience is required.
4. Proven organisational skills and ability to prioritise competing demands and to work effectively both independently and collaboratively and to supervise a team, meeting deadlines and delivering high quality outcomes.
5. Highly developed computer skills, including proficiency using the MS Office suite and experience with online data management platforms and website maintenance.
6. A demonstrated understanding of equal opportunity principles and policies 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.

Supervisor/Delegate Signature:		Date:	
Printed Name:		Uni ID:	

References:

[General Staff Classification Descriptors](#)

[Academic Minimum Standards](#)



Pre-Employment Work Environment Report

Position Details

College/Div/Centre	CHM	Dept/School/Section	NCEPH
Position Title	Senior Admin Officer Pac-EVIPP+	Classification	ANU Officer 6/7
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

- 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:			Date:		