Australian National University

Position Description

College/Division:	ANU College of Arts and Social Sciences (CASS)
Faculty/School/Centre:	School of Literature, Languages and Linguistics
Department/Unit:	Institute for Communication in Health Care (ICH)
Position Title:	Project Coordinator
Classification:	ANU Officer Grade 6/7 (Administration)
Position No:	TBA
Responsible to:	Deputy Director, ICH
Number of positions that report to this role:	N/A
Delegation(s) Assigned:	N/A

PURPOSE STATEMENT:

The ANU College of Social Sciences (CASS) sets national and international standards in research, education and community engagement across the humanities, creative arts and social sciences. The Project Coordinator provides support for Institute for Communication in Health Care (ICH) within the School of Literature, Languages and Linguistics, helping shape and implement planning for ICH activities, drawing on current resources and structures and providing input on future approaches.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

The Project Coordinator will coordinate the development and operation of the ICH's two current philanthropically-funded major projects (Ramsay Hospital Research Foundation and Handbury Foundation) and development of ICH external partnerships, in a professional and timely manner and in accordance with ICH, School, College and University styles, policies and procedures.

The appointee will be required to work independently as well as in a small team, and to manage complex programs requiring prioritising of multiple, competing tasks. The appointee will liaise with a variety of internal and external stakeholders, working in partnership with team members, partner organisations, and with colleagues across the College and the broader University community.

Role Statement:

Under general direction the Project Coordinator will:

1. Coordinate and manage ICH projects, create project plans and associated documents, undertake project tracking, reporting and mapping and implementation of new processes where required.

2. Coordinate and grow external partners, liaise with stakeholders, facilitate networking and relationship building.

3. Coordinate the financial administration of the ICH's programs, ensure contract milestones are met, allocate resources, track and balance the budget, take accountability for obtaining the needed approvals and for accurate processing and reporting.

4. Coordinate the human resources administration, including the preparation of various paperwork for approvals, basic HR system processing, running reports and investigating issues, coordinating staff recruitment and appointments, including immigration and relocation support and local area induction, as needed, ensuring compliance with University policies and procedures and local area protocols.

5. Assist in the preparation of grant or other funding applications and contracts, including philanthropy; prepare project budgets; liaise with funding bodies in relation to drafting of new contracts, project milestones, and finalisation of projects; monitor and manage project budgets; attend meetings with relevant ANU offices, particularly Advancement, Business, RIS, and other agencies.

6. Be a point of liaison and coordination between the members of the ICH, and with key stakeholder groups and individuals both internal and external to the University, as it relates to the role.

7. Comply with all ANU policies and procedures, in particular those relating to work health and safety and equal opportunity.

8. 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 or human resources will be highly regarded.

2. Demonstrated ability to provide project support, in areas such as project planning and organisation; budget management; event organisation; report writing; grant applications. Relevant qualifications and training will be highly regarded.

3. Proven organisational skills and attention to detail with demonstrated ability to manage competing demands and tight deadlines, deliver high quality outcomes with great accuracy, and take initiative in carrying out tasks.

4. Demonstrated advanced writing, editing and communication skills including for reports, presentations, and web-based materials.

5. Highly developed interpersonal skills, including the ability to communicate and negotiate effectively with a diverse range of people, such as staff, students, and stakeholders.

6. Demonstrated willingness to develop existing professional and technical knowledge, skills and experience.

7. Proficiency using the MsOffice suite, and experience with online tools such as data management platforms and qualitative and quantitative analysis software. Familiarity with database software (particularly FileMaker Pro) and website software will be highly regarded.

8. Demonstrated understanding of the principles and policies relating to equal opportunity and integrity and a commitment to their application 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.

Supervisor/Delegate Name:	Liza Goncharov	Date:	May 2024

References:
Professional Staff Classification Descriptors

For assistance please contact HR Operations: hr.services@anu.edu.au

Australian National University

Pre-Employment Work Environment Report

Position Details

College/Div/Centre	CASS	Dept/School/Section	SLLL, ICH
Position Title	Project Coordinator	Classification	ANU Officer Grade 6/7 (Administration)
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	☒	☐	laboratory work	☐	☐
lifting, manual handling	☐	☐	work at heights	☐	☐
repetitive manual tasks	☐	☐	work in confined spaces	☐	☐
Organizing events	☐	☒	noise / vibration	☐	☐
fieldwork & travel	☐	☒	electricity	☐	☐
driving a vehicle	☐	☐			
NON-IONIZING RADIATION			**IONIZING RADIATION**		
solar	☐	☐	gamma, x-rays	☐	☐
ultraviolet	☐	☐	beta particles	☐	☐
infra red	☐	☐	nuclear particles	☐	☐
laser	☐	☐			
radio frequency	☐	☐			
CHEMICALS			**BIOLOGICAL MATERIALS**		
hazardous substances	☐	☐	microbiological materials	☐	☐
allergens	☐	☐	potential biological allergens	☐	☐
cytotoxics	☐	☐	laboratory animals or insects	☐	☐
mutagens/teratogens/ carcinogens	☐	☐	clinical specimens, including blood	☐	☐
pesticides / herbicides	☐	☐	genetically-manipulated specimens	☐	☐
			immunisations	☐	☐

OTHER POTENTIAL HAZARDS (please specify):				
Supervisor/Delegate Name:	*Liza Goncharov*	Date:	*May 2024*	