



Position Description

College/Division:	ANU College of Science
Faculty/School/Centre:	Agrifood Innovation Institute/Centre for the Public Awareness of Science
Department/Unit:	Agrifood Innovation Institute
Position Title:	Program Manager, Inspiring the ACT
Classification:	ANU Officer Grade 6/7 (Administration)
Position No:	TBC
Responsible to:	Dr Rachael Rodney Harris
Number of positions that report to this role:	0
Delegation(s) Assigned:	D6

PURPOSE STATEMENT:

The ANU College of Science (CoS) comprises: the Research School of Astronomy and Astrophysics, the Research School of Biology, the Research School of Chemistry, the Research School of Earth Science, the Fenner School of Environment and Society, the Mathematical Sciences Institute, the Research School of Physics, the Biological Data Sciences Institute, the Centre for the Public Awareness of Science and the Agrifood Innovation Institute (AFII).

Agrifood Innovation Institute sits as the nexus of academia, industry and government, bringing an integrated approach, where diverse stakeholders come together to innovate and address the critical issues of our time to create a sustainable future for all. We play an important role in building transdisciplinary capacity and new pathways into STEM careers.

Australian National Centre for the Public Awareness of Science is a global leader and the leading centre in Australia for research, education and practice in science communication and engagement. Our work recognises the importance of communicating science in ways that engage public audiences, including with underserved communities and young people, and aims to enhance the communication and understanding of science through robust, evidence-based methods.

The Inspiring the ACT program runs events and other programming via two main initiatives: (1) year-round Targeted Science Communication, and (2) National Science Week in August. The program delivers the Federal Government's national Inspiring Australia strategy within the ACT. Inspiring the ACT tailors STEM engagement to the Canberra community and focuses on supporting individuals, community groups, businesses and organisations to engage the Canberra community in STEM.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

The Program Manager, Inspiring the ACT will be responsible for the management, planning, coordination, reporting, and stakeholder management of the Inspiring Australia program for the ACT. The program aims to support the Australian Government's vision to engage all Australians with science and build science engagement capability.

The role is responsible for working closely with representatives from the Federal and Territory governments to meet the objectives and guidelines of the Inspiring Australia program.

The applicant must be able to work autonomously and well as with diverse teams and have the ability to problem solve, work well under pressure, and make responsible decisions in line with the University's policies and procedures and Grant guidelines. The applicant must be able to attend out-of-hours activities as required.

Role Statement:

Under broad direction, the Program Manager will:

1. Manage and coordinate special projects and engagement activities, including event and meeting planning, report writing, and correspondence, to support business development and reporting for the

program, as well as overseeing the delivery, measurement, and evaluation of the grant deeds, participating in the Executive Committee.

2. Serve as the primary contact for the program and engagement activities, responding to inquiries and providing initial advice; act as a liaison between Inspiring Australia, Inspiring the ACT, ANU, and key partners; develop and maintain relationships with local and national organizations, government agencies, and community groups to promote science engagement; and collaborate with other Inspiring Australia Managers to expand STEM engagement on a national level.
3. Contribute to the development of external-facing products, including PowerPoint presentations, event invitations, and agendas, while also exploring and developing capacity-building efforts to enhance community science engagement in the ACT.
4. Provide high-level advice to the supervisor on complex issues and the implementation of University policies within the program, evaluate events, collect stakeholder feedback, compile reports for Federal and State funding partners, and collaborate with Federal and State governments to develop and implement the national strategy.
5. Provide high-level administrative and operational support to the supervisor in support of the administrative management of the program.
6. Undertake functional reviews on existing projects and manage the implementation of recommendations in a continued effort to improve the performance of Inspiring the ACT program.
7. Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity.
8. Undertake other duties as consistent with the classification level of the position and in line with the principles of multiskilling.

SELECTION CRITERIA:

The successful applicant will:

1. Degree in Science Communication or Professional Science Engagement or relevant field with demonstrated relevant experience in an administrative role in a complex environment or an equivalent combination of relevant experience and education/training.
2. Demonstrate proven skills and experience in strategic planning, project management, and high-level administrative support, with the ability to coordinate across units and between organizations, and managing project budgets, resource allocation.
3. Demonstrate proven experience in managing and delivering workshops and activities, building effective working relationships, and communicating with diverse individuals both orally and in writing, while concurrently managing projects, showcasing leadership qualities, and a commitment to continuous improvement.
4. Demonstrate high-level literacy and communication skills, and interpersonal skills to build and facilitate enduring partnerships with stakeholders, including government bodies, local and national organizations, and the wider community.
5. Demonstrate proven organizational skills and high attention to detail, prioritizing workload and meeting demanding deadlines while working independently and as part of a team, coupled with strong initiative, problem-solving, and analytical abilities, and a proactive, creative, results-oriented mindset that thrives in a dynamic and fast-paced environment.
6. have high level of competence in using a diverse range of computer applications including Microsoft Office Suite, webinar platforms, and customer relationship databases.
7. A demonstrated understanding of equal opportunity principles and policies and a commitment to their application in a University context

Mandatory Requirements

- hold a valid Working with Vulnerable People card, or to be obtained.
- Ability to attend out-of-hours activities.

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.

Supervisor/Delegate Signature:		Date:	
Printed Name:	Rachael Rodney	Uni ID:	U1039092

References:[General Staff Classification Descriptors](#)[Academic Minimum Standards](#)



Pre-Employment Work Environment Report

Position Details

College/Div/Centre	ANU College of Science	Dept/School/Section	Agrifood Institute	Innovation
Position Title	Program Inspiring the ACT	Manager,	Classification	ANU Officer Grade 6/7 (Administration)
Position No.	TBA	Reference No.	N/A	

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 checked="" type="checkbox"/>	<input type="checkbox"/>	noise / vibration	<input type="checkbox"/>	<input type="checkbox"/>
fieldwork & travel	<input type="checkbox"/>	<input checked="" 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:	Rachael Rodney			Date:	June 2024