



Position Description

College/Division:	Deputy Vice-Chancellor Academic (DVCA)
School/Centre:	University Experience
Department/Unit:	Student Life
Position Title:	Senior Student Leaders
Classification:	ANU Officer 4 (Administration)
Position No:	39987

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 Administration Assistant, Community Engagement is responsible for providing administrative support and assisting with the high-quality delivery and implementation of student and community development programs and initiatives that aim to address community challenges, promote social connectedness and belonging amongst ANU students.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

The Administration Assistant, Community Engagement works as part of the Student Life team within the University Experience portfolio under the Deputy Vice-Chancellor Academic. Under general direction of the Student Life Officer, CE the Administration Assistant, CE works closely with team members on programs and events designed to enhance the student experience of community engagement and co-curricular programs.

Role Statement:

Under the general direction of the Student Life Officer, CE the Administration Assistant, CE will:

1. Provide administrative support, including data collection, responding to enquiries, and reviewing and contributing to student volunteer training initiatives.
2. Assist with the delivery of community engagement workshops and events for students and contribute to other Student Life priorities as required.
3. Collaborate with internal and external stakeholders to engage in continuous improvement and best practices for the benefit of ANU students.
4. Report and escalate student or program related issues to the Student Life Officer, CE in a timely manner.
5. Carry out other duties as consistent with the classification of the position and in line with the principle of multi-skilling.
6. Comply with all ANU policies and procedures, particularly those relating to work health and safety and equal opportunity.

SELECTION CRITERIA:

1. Well-developed oral and written communication skills and an ability to liaise effectively with a diverse community of University staff and students, as well as external stakeholders, including not-for-profit organisations.
2. Proven organisational skills and attention to detail, with a demonstrated ability to prioritise own workload.
3. Demonstrated ability to work effectively both independently and as part of a team, referring and escalating more complex issues to senior staff as appropriate.
4. Demonstrated ability to be flexible and to adapt to changing priorities.
5. A demonstrated general knowledge and understanding of equal opportunity principles as they relate to employment.

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, CE
Position Title	Senior Student Leaders	Classification	ANU04
Position No.		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 checked="" type="checkbox"/>	work at heights	<input type="checkbox"/>	<input type="checkbox"/>
repetitive manual tasks	<input type="checkbox"/>	<input checked="" 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):					