

Position Description

College/Division:	ANU College of Engineering and Computer Science
Faculty/School/Centre:	College Executive/Administration
Department/Unit:	Strategic Project Team
Position Title:	Project Officer
Classification:	ANU Officer 6/7
Position No:	TBC
Responsible to:	Senior Project Officer

PURPOSE STATEMENT:

The ANU College of Engineering and Computer Science (CECS) is embarking on an ambitious growth plan that will re-imagine the way we deliver Engineering & Computer Science at the ANU. As part of this plan there has been an identified need for a Strategic Project Team to be formed to develop and implement this expansion. The team will be tasked with the development and implementation of a blueprint that will deliver successful outcomes in the re-imagination of Engineering and Computer Science at ANU.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

Under the general direction of the Senior Project Officer, the Project Officer will provide day to day support to the team along with management of special projects and coordination of associated activities to ensure high quality outcomes are delivered. The Project Officer will work collaboratively within the Strategic Project Team and externally with a wide variety of areas including professional and academic staff within the College including the College Executive Committee, and a wide range of internal and external stakeholders. Strong team work, project management and a flexible approach will be essential to the successful delivery of this strategic project.

Role Statement:

Under the general direction of the Senior Project Officer, the Project Officer will be responsible for:

1. Providing a high degree of administrative support in the planning, design, development and implementation of short and long-term projects to contribute to the business case and blueprint for the future expansion of the College,
2. Assisting with undertaking data analysis and market research where required,
3. Preparing business documentation and correspondence for the Strategic Project Team, including undertaking background research, collating and analysing data to inform discussion papers on key issues,
4. Overseeing a range of broad administrative matters such as, but not limited to: provision of meetings support, room allocation and booking and efficient event coordination,
5. Understanding and complying with all ANU policies and procedures and in particular those relating to work health and safety and equal opportunity.
6. Other duties as appropriate to the classification level as required.

SELECTION CRITERIA:

1. Relevant degree qualifications and relevant experience; OR an equivalent combination of relevant experience and/or training.
2. A high degree of attention to detail, organisational and administrative skills including research, analytical and problem-solving skills, including provision of documentation to support evidence-based decision making to facilitate analysis and interpretation of data.
3. The ability to work as part of team and provide a range of administrative services such as preparing agendas, coordinating papers for discussion, taking of minutes and follow up on correspondence.
4. Demonstrated advanced computing skills, including use of enterprise systems and Microsoft Office suite of programs.
5. Ability to work both independently and within a team using discretion and sound judgement, while also developing strong networks, including external stakeholders, and an ability to liaise and negotiate effectively with a wide range of people at all levels.
6. Demonstrated ability in written, oral and interpersonal skills with a demonstrated ability to consult, negotiate and liaise effectively with others with a strong commitment and focus on customer service.
7. A demonstrated understanding of equal opportunity principles and occupational health and safety 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.

Supervisor/Delegate Signature:		Date:	
Printed Name:	Phillip Tweedie	Uni ID:	U5114172

References:

[Professional Staff Classification Descriptors](#)

[Academic Minimum Standards](#)

Pre-Employment Work Environment Report

Position Details

College/Div/Centre	CECS	Dept/School/Section	College Administration
Position Title	Project Officer	Classification	ANU 6/7
Position No.		Reference No.	

In accordance with the Occupational Health and Safety Act 1991 the University has a duty of care to provide a safe workplace for all staff.

- This form must be completed by the supervisor of the advertised position and forwarded with the job requisition to Appointments and Promotions Branch, Human Resources Division. Without this form jobs cannot be advertised.
- This form is used to advise potential applicants of work environment issues prior to application.
- Once an applicant has been selected for the position consideration should be given to their inclusion on the University's Health Surveillance Program where appropriate – see . http://info.anu.edu.au/hr/OHS/Health_Surveillance_Program/index.asp
Enrolment on relevant OHS training courses should also be arranged – see http://info.anu.edu.au/hr/Training_and_Development/OHS_Training/index.asp
- '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	<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"/>
catering / food preparation	<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			gamma, x-rays		
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			microbiological materials		
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/	<input type="checkbox"/>	<input type="checkbox"/>	clinical specimens, including	<input type="checkbox"/>	<input type="checkbox"/>
carcinogens			blood		
pesticides / herbicides	<input type="checkbox"/>	<input type="checkbox"/>	genetically-manipulated	<input type="checkbox"/>	<input type="checkbox"/>
			specimens		
			immunisations	<input type="checkbox"/>	<input type="checkbox"/>
OTHER POTENTIAL HAZARDS (please specify):					

Supervisor's Signature:	Print Name:	Date:
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