



**Australian
National
University**

Position Description

College/Division:	Executive
Department/Unit:	Office of the Vice Chancellor
Position Title:	Executive Officer
Classification:	Senior Manager 1 (Administration)
Position No:	
Responsible to:	Director, Office of the Vice-Chancellor
Number of positions that report to this role:	0
Delegation(s) Assigned:	TBC

PURPOSE STATEMENT

Reporting to the Director of the OVC and working across portfolios, but with a significant focus on supporting the Pro Vice-Chancellor (University Experience), the Executive Officer will have a key role in implementing the University Experience Plan and driving the output of the wider University Experience portfolio. The Executive Officer will also provide professional support at the highest level for the Vice-Chancellor, the Provost and the Director OVC, as well as collaborating to execute strategic projects and contributing to a professional and effective OVC.

KEY ACCOUNTABILITY AREAS

Position Dimension & Relationships:

Reporting to the Director of the OVC, the Executive Officer provides high-level support to the PVC University Experience, as well as the VC and Provost, and is focused on the achievement of strategic goals and delivering operational outcomes efficiently and to the highest standards. The University Experience Plan, delivery of which will be a major focus of the role, will drive improvements in many aspects of the ANU student and staff experience. It has a particular focus on improving access to the University, building a safe and respectful ANU community, and ensuring our staff and student cohorts reflect the talent pool across contemporary Australia. The Executive Officer works closely with senior Executive members and all OVC staff. This includes provision of strategic advice, collaborating to achieve outcomes, and the capability to produce outstanding work quickly and across a range of activities. The EO will also work with key internal and external stakeholders, including academic and professional staff, government agencies and other relevant bodies.

Role Statement:

Under broad direction, the Executive Officer will:

1. Support the Pro Vice-Chancellor (University Experience) in driving delivery and monitoring progress of the University Experience Plan, working with stakeholders, managing budgets and workflow, and planning effectively to ensure timely and effective delivery of initiatives.
2. Provide high-level support to University committees, which will include committees focused on the University Experience portfolio, and may include the Senior Management Group, Executive and the University Leadership Group.
3. Manage and lead new and ongoing strategic projects and various initiatives aimed at ensuring the ANU meets its strategic commitments, particularly in relation to the University Experience Plan. This will include, but not

be limited to undertaking research, writing reports, drafting submissions and high-level correspondence communicating outcomes and providing high-level input in the ongoing review of policies and procedures.

4. Support the Director OVC in ensuring the PVC University Experience's commitments, schedule and workflow are optimised and exemplify the highest professional standards.
5. Engage with the Director OVC and Executive Officers in understanding shared priorities and, where necessary, provide support to projects across portfolios.
6. Act as a point of liaison and coordination between the PVC University Experience (and, where necessary, other members of the Executive Team) and the Senior Management Group, Colleges and Divisions, key student organisations and key groups and individuals external to the University.
7. Comply with all ANU policies and procedures, and 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. Relevant postgraduate qualifications, management expertise and demonstrated extensive experience providing executive support in a complex administrative environment or an equivalent combination of relevant experience and qualifications.
2. Proven experience providing support, strategic advice and reporting to senior management and the ability to strategically prioritise work to meet competing demands within a busy and complex environment
3. Demonstrated experience successfully leading and managing projects through to completion, on time and on budget.
4. A sound understanding of the challenges facing the Australian higher education sector and research led universities' operations. Knowledge of the ANU practices in the area of research and student management will be advantageous.
5. Demonstrated ability to use sound judgement in decision making, together with a demonstrated track record of achievement in relation to strategic goals and process improvements through the adoption of innovative approaches.
6. Demonstrated high level interpersonal and communication skills, both written and oral, including demonstrated experience liaising effectively with key internal and external stakeholders and proven experience producing complex management documents.
7. Well-developed computer skills, including experience in the use of online data management and reporting systems and proficiency in the Microsoft Office suite of programs.
8. A demonstrated high-level of understanding of equal opportunity principles and occupational health and safety in the workplace and a commitment to the application of these principles in a university context.

References: [Professional Staff Classification Descriptors](#)