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| ANU_LOGO_mono black_FA.jpg | Position Description |

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

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| **PURPOSE STATEMENT:**A new Executive Officer role has been created to support and drive new strategic work within the Office of the Vice-Chancellor (OVC), following the appointment of a Provost in the ANU OVC. Reporting to the Director of the OVC and working across portfolios, the Executive Officer will play a senior role in the OVC, which supports the Vice-Chancellor, the Provost, and the wider Executive, in their leadership of the University and delivery of the ANU Strategic Plan. This role is likely to have a particular focus on supporting delivery of the University’s academic mission, and on equity issues, but will have a broad focus. The Executive Officer will provide professional support at the highest level, including strategic advice, evidence-based briefings and written material, 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 executive support to Executive members within the OVC, focused on in the achievement of strategic goals and delivering operational outcomes efficiently and to the highest standards. The Executive Officer works closely with senior Executive members and all OVC staff including the Director, a counterpart Executive Officer, two Executive Assistants and the Office Administrator. The Executive Officer will provide strategic advice, collaborate to achieve outcomes, and be capable of producing 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:* Develop, implement, measure and report on the performance of strategic initiatives, including the development, administration and effective analysis of policies, taking a leading role in strategic planning and continuous process improvements.
* Provide high-level support to the University’s primary management committees, which may include the Senior Management Group, Executive and the University Leadership Group. This includes assisting the Director, OVC with the management of business flow, preparation of papers, agenda development, minute-taking, providing minutes and following-up on agreed action items, preparing reports and regularly reporting on committee outcomes.
* Manage and lead new and ongoing strategic projects and various initiatives aimed at ensuring the ANU meets is strategic goals 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.
* Support the Director OVC in managing the administration of parts of the OVC, including the Provost’s administrative support. This would include oversight of the Provost’s diary, emails and correspondence, working with the Executive Assistant to the Provost to prioritise and escalate matters, as required, and enable high-level and effective service to the Provost.
* Continually review administrative procedures and processes to ensure they are fit for purpose and maximise office and resource efficiency. This includes leading, developing and delivering innovative systems and solutions to enhance effectiveness.
* Be a point of liaison and coordination between the members of the Executive Team, Senior Management Group, Colleges and Divisions, key student organisations and key groups and individuals external to the University, including relevant government bodies.
* Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity.
* Perform other duties as requested, consistent with the classification level of the position and in line with the principle of multi-skilling. Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity.
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| **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.
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| **Supervisor/Delegate Signature:** |  | **Date:** |  |
| Printed Name: |  | **Uni ID:** |  |

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| **References:** |
| [General Staff Classification Descriptors](http://info.anu.edu.au/hr/Salaries_and_Conditions/Enterprise_Agreement/2010-2012/Schedule_5) |
| [Academic Minimum Standards](http://info.anu.edu.au/hr/Salaries_and_Conditions/Enterprise_Agreement/2010-2012/Schedule_4) |

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|  | Pre-Employment Work Environment Report |

# Position Details

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| **College/Div/Centre** | Administration Portfolio | **Dept/School/Section** | Office of the Provost |
| **Position Title** | Executive Officer | **Classification** | Senior Manager 1 (Administration) |
| **Position No.** | New | **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.

1. 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.
2. This form is used to advise potential applicants of work environment issues prior to application.
3. 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
4. ‘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

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| 1. 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.
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| **TASK** | **regular** |  | **occasional** |  | **TASK** | **regular** |  | **occasional** |
| key boarding | [x]  |  | [ ]  |  | laboratory work | [ ]  |  | [ ]  |
| lifting, manual handling | [ ]  |  | [ ]  |  | work at heights | [ ]  |  | [ ]  |
| repetitive manual tasks | [ ]  |  | [ ]  |  | work in confined spaces | [ ]  |  | [ ]  |
| catering / food preparation | [ ]  |  | [ ]  |  | 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):** |

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| **Supervisor’s Signature:**  |  | **Print Name:** |  | **Date:** |  |