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| ANU_LOGO_mono black_FA.jpg | Position Description |

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| **College/Division:** | College of Business and Economics |
| **Faculty/School/Centre:**  |  |
| **Department/Unit:**  | Communication and Events |
| **Position Title:**  | Senior Project Officer (Student Experience) |
| **Classification:** | ANUO 6/7 |
| **Position No:** |  |
| **Responsible to:** | Manager Communication and Events |
| **Number of positions that report to this role:** | 0 |
| **Delegation(s) Assigned:** |  |

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| **PURPOSE STATEMENT:**The Senior Project Officer (Student Experience) is responsible for developing and implementing high quality initiatives and services to engage and support students with the aim of improving the student experience. The role will work closely with student facing services and the Research Schools within the College of Business and Economics to take a coordinate approach to effective student engagement. **KEY ACCOUNTABILITY AREAS:***.***Position Dimension & Relationships:** The Senior Project Officer is a member of CBE Communications and Events team. Under the general direction of the Manager, the role will work closely with all student facing services and the Research schools to coordinate student services and initiatives that will contribute to the CBE student experience. The role will be required to work flexible hours.**Role Statement:*** Plan, coordinate, and implement student facing initiatives and provide services and events that focus on and enhance the student experience.
* Provide high-level advice to the college about student related matters.
* Develop a communication and event plan for students designed to promote initiatives, working cooperatively with the CBE communications and events team, other student facing services and CBE Research Schools.
* Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity.
* Carry out other related duties consistent with the classification of the positions as required by the Deputy Manager (SET) and work collaboratively towards achieving the strategic objectives of Student Services.
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| **SELECTION CRITERIA:**1. Relevant experience in a tertiary environment or an equivalent combination of experience and education/training.
2. Confident in public speaking and engaging large groups of students.
3. Demonstrated ability to develop and implement an engagement and communication plan.
4. Demonstrated experience working with diverse client groups
5. Excellent interpersonal and communication skills, both written and oral, including the ability to consult, negotiate and liaise effectively with a diverse range of people.
6. Demonstrated ability to work in a team environment as well as independently.
7. Demonstrated ability to show initiative, prioritise tasks according to the demands
8. Demonstrated understanding of equal opportunity principles and policies 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<http://hr.anu.edu.au/staff-equity/gender/general-staff-eeo-criteria> <http://hr.anu.edu.au/staff-equity/gender/academic-staff-eeo-criteria> *Insert broadband statement here for general staff positions where appropriate- see* [*secondary descriptors for each specific classification stream*](http://hr.anu.edu.au/employment-at-anu/enterprise-agreement/2010-2012/schedule-5-general-staff-classification-descriptiors) |
| **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** |       | **Dept/School/Section** |       |
| **Position Title** |       | **Classification** |       |
| **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.

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 | [ ]  |  | [ ]  |  | 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:** |  |