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| ANU_LOGO_mono black_FA.jpg | Position Description |

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| **College/Division:** | Planning & Performance Measurement |
| **Faculty/School/Centre:**  |  |
| **Department/Unit:**  |  |
| **Position Title:**  | Associate Director, University Performance |
| **Classification:** | Senior Manager 3 |
| **Position No:** | TBC |
| **Responsible to:** | Director – Planning & Performance Measurement |
| **Number of positions that report to this role:** | TBC |
| **Delegation(s) Assigned:** | TBC |

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| **PURPOSE STATEMENT:**The Associate Director, University Performance is responsible for the leadership and management of a program of work around improving, monitoring and reporting on University performance. The Associate Director will work with senior officers of the University to ensure the University’s education, research and other institutional performance objectives are realised and the University’s obligations regarding governance and accountability are met.**KEY ACCOUNTABILITY AREAS:****Position Dimension & Relationships:** Under the broad direction of the Director, Planning & Performance Measurement the Associate Director will provide advice, direction, strategic performance analysis, monitoring, benchmarking and reporting to ensure the University meets objectives under the ANU strategic plan. The position will also support senior management and other service division stakeholders in their institutional performance analysis and reporting requirements. Overall the Associate Director will be responsible for activities associated with University rankings, strategic performance analysis, benchmarking studies, evaluating teaching and research performance and leadership of the student and staff evaluations team. **Role Statement:*** Lead and provide high-level advice, strategy, and outcomes through provision of information and business insight using social research techniques, especially surveys and focus groups, research performance, especially citation performance, and specialist rankings expert to ensure the measurement and improvement of institutional performance.
* Lead the development and implementation of special projects involving specialist research and detailed analysis.
* Providing high quality, efficient and authoritative advice and services, associated with complex performance issues.
* Develop and implement a framework for annual analysis of internal and external change factors (government policies, student behaviour, and international markets) and formulate advice and policy options for senior officers.
* Manage large scale projects including but not limited to:
	+ - Integration of processes for setting pricing and determining admissions quotas.
		- Developing and enhancing assessment and evaluation of competitor activity, including lead and lag indicators of market share and demand
		- Developing, implementing and evolving the University’s rankings strategy.
		- Support assessment of the University’s research performance providing specialist analysis of research indicators, particularly citations and highly cited researchers
		- Oversee the preparation of the University submissions to ranking agencies
* Build and maintain constructive customer focused liaison with specialist service providers and external ranking agencies, and management of relationships with key stakeholders on campus, including University Executive, Colleges, and Service Divisions.
* Provide high quality, authoritative, accurate and timely reports to relevant stakeholders, to continually increase engagement and performance.
* Undertake individual and/or leading others to develop new policies and better governance practices to drive improved individual and institutional performance.
* Foster and develop a positive and productive team environment, contributing to the effective management and service improvement of the Division and the University more generally, including modelling leadership behaviours.
* Other duties as required.
* 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. Postgraduate qualification (or equivalent) in a relevant discipline related to planning, performance, governance, and/or risk management with relevant experience and proven expertise in the management of significant human and material resources or an equivalent combination of experience and training. Membership of a relevant professional association is highly desirable.
2. Sound judgement and a proven ability to provide leadership in a large, complex organisation and to manage and influence resources to successfully deliver programs of work using an innovative approach
3. An extensive knowledge and understanding of contemporary University funding and performance.
4. Demonstrated ability to think and act strategically in the development and implementation of innovative better practice initiatives within a large, complex organisational environment, preferably in the higher education sector.
5. Demonstrated ability to collaborate, engage and influence stakeholders and an ability to assess complex matters and provide authoritative advice to senior managers and develop efficient services to meet identified needs.
6. Highly developed problem solving, change management, consulting, interpersonal, report writing, time management and project management skills.
7. A demonstrated high level of achievement in relation to incorporation of EO principles into strategic planning and the capacity to accept responsibility for achievement of equity and diversity strategies.
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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** | Planning & Performance Measurement | **Dept/School/Section** |       |
| **Position Title** | Associate Director, University Performance | **Classification** | Senior Manager 3 |
| **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 | [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:** |  |