

 Australian National University	<h1>Position Description</h1>	
College/Division:	College of Asia and the Pacific	
Faculty/School/Centre:	Crawford School of Public Policy	
Department/Unit:	National Executive Education	
Position Title:	Learning and Development Officer	
Classification:	ANU Officer Grade 5 (Administration)	
Position No:	284	
Responsible to:	Manager, National Executive Education	
Number of positions that report to this role:	-	
Delegation(s) Assigned:	-	
PURPOSE STATEMENT:		
<p>The ANU College of Asia and the Pacific leads intellectual engagement with the Asia-Pacific region through research, education and contributions to public debate, and seeks to set the international standard for scholarship concerning the region.</p>		
<p>Crawford School of Public Policy in the ANU College of Asia and the Pacific is one of the world's leading public policy schools. The School has core expertise in economics, governance, environment and development, combined with interdisciplinary strengths and an Asia-Pacific focus.</p>		
<p>National Executive Education in Crawford School of Public Policy provides professional short courses to a range of key public and private sector markets in Australia. The Learning and Development Officer will provide project management support for the development and implementation of customised courses, working closely with the Manager, National Executive Education after the completion of initial scoping and development phases.</p>		
KEY ACCOUNTABILITY AREAS:		
Position Dimension & Relationships:		
<p>Under the general direction of the Manager, National Executive Education, the Learning and Development Officer will be responsible for the project delivery and quality control of projects to ensure the efficient and effective delivery of professional courses.</p>		
<p>The Learning and Development Officer will be responsible for resource and budget coordination, as well as contract development and course delivery, coordinating all necessary timelines, resources and logistics to deliver highest quality professional development of courses. The Learning and Development Officer will ensure interlocutors and presenters are adequately briefed, trained and prepared to deliver professional development courses and provide timely and useful evaluation and monitoring of programs to the Manager, National Executive Education.</p>		
<p>The position will report directly to the Manager, National Executive Education in Crawford School and work with other key stakeholders within and outside of ANU.</p>		
Role Statement:		
<p>Under the general direction of the Manager, National Executive Education, the Learning and Development Officer will:</p>		
<ol style="list-style-type: none"> 1. Provide high level project management services to the development, implementation and evaluation of professional development courses, including contract management, budgets and logistics to support best practice program delivery. 2. Provide timely and professional course evaluation to the School and client, processing feedback and analysing data to highlight key outcomes and course results. 		

3. Provide high level project support to the Manager, National Executive Education in the scoping and writing of briefs and tender submissions for professional development courses as well as review processes and reporting as required.
4. Coordinate the delivery of professional development courses in either in-house or ANU locations, including venue management, catering arrangements, notifications to participants, and course payments.
5. Consult and assist in the interpretation and application of University rules, policies and procedures as they relate to short course participants including contract management and insurance.
6. Liaise with the wider University and external organisations on matters involving HR, finance, and contracting for project development and course design.
7. Other duties related to marketing and events coordination consistent with the classification level of the position.

SELECTION CRITERIA:

1. Degree or Year 12 and relevant work experience in administration in a tertiary institution or similar educational environment OR equivalent combination of experience and training. Experience in the field of learning and development, professional education delivery and/or short courses in a university or similar complex environment is highly desirable.
2. Well-developed interpersonal communication skills including the ability to consult and liaise with a diverse range of people, use initiative, problem solve and apply sound judgement whilst maintaining a high level of confidentiality and discretion.
3. Demonstrated experience in delivering consistently high levels of client service.
4. Proficiency in the use of computer software applications, such as emails and word processing. Experience using, or the willingness to learn, Adobe InDesign and content management systems such as Drupal.
5. Proven ability to work flexibly, prioritise work to meet conflicting deadlines and ability to work with minimum supervision both individually and in a team environment.
6. Demonstrated data, numerical and analytical skills with an emphasis on accuracy and attention to detail and the ability to provide clear and insightful feedback based on this analysis.
7. A demonstrated understanding of equal opportunity principles and policies and a commitment to their application in a University context.

Supervisor Signature:		Date:	6/04/2018
Printed Name:	Vicki Veness	Uni ID:	9101318

References:

[Professional Staff Classification Descriptors](#)

	Australian National University	<h1 style="margin: 0;">Pre-Employment Work Environment Report</h1>
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Position Details

College/Div/Centre	College of Asia and the Pacific	Dept/School/Section	Crawford School of Public Policy
Position Title	Learning and Development Officer	Classification	ANU Officer 5 (Administration)
Position No.	284	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

<ul style="list-style-type: none"> • 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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	laboratory work	<input type="checkbox"/>	<input type="checkbox"/>
lifting, manual handling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	work at heights	<input type="checkbox"/>	<input type="checkbox"/>
repetitive manual tasks	<input type="checkbox"/>	<input checked="" type="checkbox"/>	work in confined spaces	<input type="checkbox"/>	<input type="checkbox"/>
catering / food preparation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	noise / vibration	<input type="checkbox"/>	<input type="checkbox"/>
fieldwork & travel	<input type="checkbox"/>	<input checked="" type="checkbox"/>	electricity	<input type="checkbox"/>	<input type="checkbox"/>
driving a vehicle	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
NON-IONIZING RADIATION			IONIZING RADIATION		
solar	<input type="checkbox"/>	<input type="checkbox"/>	gamma, x-rays	<input type="checkbox"/>	<input type="checkbox"/>
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	<input type="checkbox"/>	<input type="checkbox"/>	microbiological materials	<input type="checkbox"/>	<input type="checkbox"/>
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/ carcinogens	<input type="checkbox"/>	<input type="checkbox"/>	clinical specimens, including blood	<input type="checkbox"/>	<input type="checkbox"/>
pesticides / herbicides	<input type="checkbox"/>	<input type="checkbox"/>	genetically-manipulated specimens	<input type="checkbox"/>	<input type="checkbox"/>
			immunisations	<input type="checkbox"/>	<input type="checkbox"/>
OTHER POTENTIAL HAZARDS (please specify):					

Supervisor's Signature:	Print Name: Vicki Veness	Date: 6 April 2018
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