



**Australian
National
University**

Position Description

College/Division:	Office of the Vice-Chancellor
Faculty/School/Centre:	Deputy Vice-Chancellor (Research & Innovation)
Department/Unit:	Dean, Higher Degree Research
Position Title:	Senior Project Officer
Classification:	ANUO 8 (Administration)
Position No:	21485
Responsible to:	Dean, Higher Degree Research
Number of positions that report to this role:	
Delegation(s) Assigned:	

PURPOSE STATEMENT:

The Dean, Higher Degree Research is responsible for driving the strategic direction of Higher Degree Research and Research Training services, ensuring that appropriate strategic plans, policies, processes and systems are in place to support the achievement of the University's goals in terms of research excellence.

The Senior Project Officer to the Dean, HDR provides high-level executive support, advice and information to the Dean, HDR, contributing to the efficient and effective operations of the Office of the Dean, HDR.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

The Senior Project Officer works closely with the Dean, HDR and provides high-level executive support in the achievement of the strategic goals in the Dean, HDR's portfolio, working effectively across a wide range of high-level internal and external stakeholders, including government agencies and relevant bodies.

Role Statement:

Under the broad direction of the Dean, HDR, the Senior Project Officer will:

- Advise and support the Dean, HDR in the development, implementation and reporting of outcomes in their portfolio, including the development, administration and effective analysis of policies, and contribute to the University's strategic planning and processes improvements relevant to the portfolio.
- Provide secretarial and communication support to the University Higher Degree Research Committee (HDRC), including the preparation of papers, agenda development, minute-taking, providing minutes and following-up on agreed action items, drafting reports and regularly reporting on the HDRC outcomes to the University Research Committee. Provide support to the Student Consultative Committee associated with HDRC, the ADHDR Committee and the HDR Steering Committee.
- Undertake research, write reports, draft submissions and correspondence relating to the HDR projects, provide high-level input in the ongoing review of HDR policies and coordinate the AQF accreditation process for all HDR programs.
- Provide strategic support and management for ongoing projects run through the Office of the Dean, HDR including functional reviews, developing pathways, guidelines and recruitment strategies related to HDR as well as developing dashboards for HDR and regular and ad-hoc reports.
- Be a point of liaison and coordination between the Office of the Dean, HDR and other members of the University Executive, Deans of Colleges, Service Division Directors, key student organisations and key groups and individuals external to the University, including relevant government bodies.
- 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.

SELECTION CRITERIA:

1. Demonstrated extensive experience in HDR policy and administration, together with relevant professional education and/ or training. Tertiary qualifications in a relevant field are highly desirable.
2. A good understanding of the challenges facing the Australian higher education sector and research-led universities' operations. Knowledge of the ANU practices in the administration of HDR would be advantageous.
3. Proven experience providing strategic advice, planning and reporting to senior management and an ability to successfully manage projects through to completion, on time and on budget.
4. Demonstrated high-level organisational skills and the ability to strategically prioritise workloads and use sound judgement in decision making. A demonstrated ability to take innovative approaches leading to process improvement and the achievement of strategic goals is desirable.
5. Demonstrated high level interpersonal and communication skills, both written and oral, including demonstrated ability to liaise effectively with key internal and external stakeholders and proven experience drafting management documents.
6. Well-developed computer skills, including experience in the use of online data management and reporting systems. Advanced Excel skills and experience drafting complex business diagrams using Visio will be highly regarded.
7. A demonstrated high level of understanding of equal opportunity principles and occupational health and safety and a commitment to their application in a university context.

Supervisor/Delegate Signature:		Date:	
Printed Name:		Uni ID:	

References:General Staff Classification DescriptorsAcademic Minimum Standards



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Pre-Employment Work Environment Report

Position Details

College/Div/Centre	Office of the Vice Chancellor	Dept/School/Section	Pro Vice-Chancellor Research and research Training
Position Title	Senior Project Officer	Classification	ANU Officer Grade 8
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.

- 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	
key boarding	<input type="checkbox"/>	<input type="checkbox"/>	
lifting, manual handling	<input type="checkbox"/>	<input type="checkbox"/>	
repetitive manual tasks	<input type="checkbox"/>	<input type="checkbox"/>	
catering / food preparation	<input type="checkbox"/>	<input type="checkbox"/>	
fieldwork & travel	<input type="checkbox"/>	<input type="checkbox"/>	
driving a vehicle	<input type="checkbox"/>	<input type="checkbox"/>	
NON-IONIZING RADIATION			
solar	<input type="checkbox"/>	<input type="checkbox"/>	
ultraviolet	<input type="checkbox"/>	<input type="checkbox"/>	
infra red	<input type="checkbox"/>	<input type="checkbox"/>	
laser	<input type="checkbox"/>	<input type="checkbox"/>	
radio frequency	<input type="checkbox"/>	<input type="checkbox"/>	
CHEMICALS			
hazardous substances	<input type="checkbox"/>	<input type="checkbox"/>	
allergens	<input type="checkbox"/>	<input type="checkbox"/>	
cytotoxics	<input type="checkbox"/>	<input type="checkbox"/>	
mutagens/teratogens/ carcinogens	<input type="checkbox"/>	<input type="checkbox"/>	
pesticides / herbicides	<input type="checkbox"/>	<input type="checkbox"/>	
TASK	regular	occasional	
laboratory work	<input type="checkbox"/>	<input type="checkbox"/>	
work at heights	<input type="checkbox"/>	<input type="checkbox"/>	
work in confined spaces	<input type="checkbox"/>	<input type="checkbox"/>	
noise / vibration	<input type="checkbox"/>	<input type="checkbox"/>	
electricity	<input type="checkbox"/>	<input type="checkbox"/>	
IONIZING RADIATION			
gamma, x-rays	<input type="checkbox"/>	<input type="checkbox"/>	
beta particles	<input type="checkbox"/>	<input type="checkbox"/>	
nuclear particles	<input type="checkbox"/>	<input type="checkbox"/>	
BIOLOGICAL MATERIALS			
microbiological materials	<input type="checkbox"/>	<input type="checkbox"/>	
potential biological allergens	<input type="checkbox"/>	<input type="checkbox"/>	
laboratory animals or insects	<input type="checkbox"/>	<input type="checkbox"/>	
clinical specimens, including blood	<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:		Date:	
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