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| ANU_LOGO_mono black_FA.jpg | Position Description |

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| **College/Division:** | **Division of Student Recruitment and Admissions** |
| **Faculty/School/Centre:**  |  |
| **Department/Unit:**  | **International Recruitment** |
| **Position Title:**  | **Associate Director International Recruitment & Admissions** |
| **Classification:** |  |
| **Position No:** |  |
| **Responsible to:** | **Director, Division of Student Recruitment & Admissions** |
| **Number of positions that report to this role:** |  |
| **Delegation(s) Assigned:** |  |

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| **PURPOSE STATEMENT:**The Associate Director International provides strategic, conceptual and managerial expertise and support to the development and delivery of ANU international student recruitment and admissions activities. **KEY ACCOUNTABILITY AREAS:****Position Dimension & Relationships:** The Associate Director International reports to the Director of Student Recruitment and Admissions, takes direction from the ANU Executive and works closely with staff in other areas of the University, including the Marketing Office, Strategic Communications and Public Affairs, Division of Student Administration, Division of Student Life and the academic Colleges. The Associate Director International is responsible for the University’s management and strategic development of international recruitment and admissions, including business intelligence and reporting, budget management and internal communications. **Role Statement:**Under the broad direction of the Director, DSRA, the Associate Director International will:1. Develop the annual ANU international student recruitment and admissions plan, and set objectives and activities to achieve University targets for international student enrolments and revenue from both undergraduate and graduate student cohorts. 2. Manage the International Recruitment and Admissions Office budget, and resources, including monitoring financial performance and expenditure, and maintenance of relevant materials. Maintain a high level of market intelligence and drive the collection and analysis of data to support decision-making and benchmarking relating to international recruitment and admissions.3. Develop, implement, review and provide high level advice on the ANU policies, procedures, processes, systems and operational plans as they relate to student recruitment and admissions, optimising data integrity and information use to prevent improper conduct and ensuring legal compliance and effective support for the University’s objectives.4. Manage and lead the International Recruitment and Admissions team ensuring delivery on plans and objectives and fostering an environment of creativity and innovation and a service-orientated culture.5. Effectively promote ANU programs to international students using a multi-channel marketing approach in collaboration with the Marketing Office. 6. Collaborate with the International Strategy and Partnerships team to support the ongoing development of relationships with appropriate international government and non-government sponsoring bodies and implement recruitment strategies specifically for this cohort of students. 7. Manage and monitor the outputs of the ongoing relationship with Study Group/ANU college who undertake English Language training and Foundation program provision for potential future students of the University. 8. Contribute to the development, implementation and systematic review of operational plans and systems initiatives which support the strategic objectives of the Division and the University, including provision of high-level advice to academics, general staff and the ANU Executive in regard to University legislation, policy, systems and business processes. 9. Be responsible for the development and implementation of an internal communications plan in collaboration with DRSA colleagues and the wider university community.10. Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity.11. Undertake other duties as required, consistent with the classification of the position in line with the principle of multiskilling.This position requires travel overseas and within Australia. |

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| **SELECTION CRITERIA:**1. Extensive relevant management experience, with a strong record of successful delivery on objectives in a Higher Education environment. A degree and/or professional training will be highly regarded.2. Demonstrated knowledge and understanding of the current international higher education environment relevant to student recruitment and admissions with proven success in managing major student recruitment focussed marketing and communication programmes in higher education environment and/or student administration management at a high level and a strong commitment and proven contribution towards to continuous improvement. 3. Demonstrated experience in maximizing outputs and developing ongoing monitoring of international student channel management and pathway development including Foundation and English language providers, program articulations partners, international agents sponsoring agents, government and non-government sponsoring agencies and/or implementation of large scale projects involving multiple stakeholders and complex systems. 4. Demonstrated interpersonal skills, including written and verbal communication and presentation skills and an ability to liaise, consult and negotiate with key stakeholders and to establish strong and productive relationships. Experience drafting, implementing and reviewing policies and procedures and presenting data to various audiences is essential.5. Demonstrated experience in applied data analysis in strategic planning and a proven ability to interpret and present data and trends in a variety of mediums to a range of audiences for various purposes.6. Demonstrated team leadership and management skills, with proven experience developing a large, high performing team in a complex cross-cultural environment, prioritizing workloads to efficiently deliver on challenging targets. 7. A current driver’s license, and a willingness to travel for extended periods on University business and to attend work tasks outside of usual business hours, if required. 8. A demonstrated high level of achievement in relation to incorporation of EO principles into strategic planning and the capacity to accept devolved responsibility for achievement of equity and diversity strategies. |
| **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** | DSRA | **Dept/School/Section** |       |
| **Position Title** | Assoc Director International | **Classification** | Administration |
| **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 | [ ]  |  | [x]  |  | work at heights | [ ]  |  | [ ]  |
| repetitive manual tasks | [ ]  |  | [ ]  |  | work in confined spaces | [ ]  |  | [ ]  |
| catering / food preparation | [ ]  |  | [ ]  |  | noise / vibration | [ ]  |  | [ ]  |
| fieldwork & travel | [ ]  |  | [x]  |  | electricity | [ ]  |  | [ ]  |
| driving a vehicle | [ ]  |  | [x]  |  |  |  |  |  |
| **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:** |  |