



Position Description

College/Division:	Office of the Vice-Chancellor
Faculty/School/Centre:	Centre for Learning and Teaching
Department/Unit:	Education Communities and Environments
Position Title:	Senior Promoting Excellence Officer
Classification:	ANU Officer Grade 6/7 (Administration)
Position No:	
Responsible to:	Team Leader, Promoting Excellence
Number of positions that report to this role:	0
Delegation(s) Assigned:	N/A

PURPOSE STATEMENT

The Centre for Learning and Teaching provides expert advice and support in delivering innovative learning and teaching services through collaborative partnerships across the University. The Centre is a service division and has a strong orientation to stakeholder collaboration and provision of high quality services to the ANU education community.

The Education Communities and Environments team contributes to the University's strategy for teaching and learning by providing comprehensive engagement activities for internal and external stakeholders. This includes stewardship of the Educational Fellowship Scheme to facilitate, promote and recognise excellence in learning and teaching, coordination of University wide Communities of Practice to encourage collaboration and excellence in relation to education research and scholarship, and co-development of the University's virtual and physical learning environments with College stakeholders.

The Promoting Excellence Team assists educators to gain recognition for their teaching through awards, grants and the Educational Fellowship Scheme (EFS). The team is responsible for both the administrative functions, and provision of support for educators as they obtain recognition.

KEY ACCOUNTABILITY AREAS

Position Dimension & Relationships:

Reporting to the Team Leader, Promoting Excellence, the Senior Promoting Excellence Officer works closely with all members of the Centre, liaises with ANU Colleges and develops strong cooperative work relationships across the University and with relevant external bodies. This role is responsible for supporting applicants towards professional recognition for their teaching, in addition to assisting in the coordination of accessible, engaging and productive programs in support of the Educational Fellowship Scheme, awards and grants. This role has diverse internal and external stakeholders, including academics and fellows of the scheme, other service divisions and external industry.

Role Statement:

Under broad direction, the Senior Promoting Excellence Officer will:

1. Provide high level advice and support to staff in their development of Educational Fellowship Scheme, teaching award, and teaching grant applications.
2. Coordinate activities that support staff in grants, awards and promotions processes and in research led education. Assist in the development and review of business processes in coordination with stakeholders for the lifecycle management of education grants and awards.
3. Create, develop and manage high-quality educational materials and resources, including web and/or multimedia based online courseware, in collaboration with team members and academic staff.
4. Provide high-level administrative support, including to Committees and award bodies, in support of the Educational Fellowship Scheme, awards and grants to ensure exceptional client experiences. Identify areas for improvement and obstacles to achieve objectives and implement strategies for addressing these.

5. Ensure that responsive and expert advice is provided to the Team Leader, Promoting Excellence to ensure delivery of projects and initiatives in support of the University's vision and Strategy for Learning and Teaching and key performance indicators.
6. Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity.
7. Other duties as required, consistent with the classification for this position, in line with the principle of multiskilling.

SELECTION CRITERIA

1. Degree in a relevant field with demonstrated experience in communications and/or education, in a complex organisation or an equivalent combination of relevant experience and qualifications/training. Experience in the higher education sector would be highly regarded.
2. Demonstrated high level interpersonal skills, with a demonstrated ability to build and maintain productive and positive working relationships with stakeholders.
3. Demonstrated high level written, oral and visual communications skills. Experience working with interactive learning environments, developing and managing educational resource materials and in editing documents will be highly regarded.
4. Proven organisational skills with the ability to prioritise own workload, working effectively both independently and as part of a team, meeting demanding deadlines and delivering high quality outcomes.
5. Proven ability to demonstrate initiative in identifying and implementing key areas for improvement, and a strong commitment to continuous self-improvement.
6. Sound knowledge of and demonstrated experience with data management practices with the ability to collect and analyse data, and to make recommendations on solutions.
7. A demonstrated understanding of equal opportunity principles, policies, and a commitment to their application in a University context.

ANU Officer Levels 6 and 7 are broadbanded 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.

References: [Professional Staff Classification Descriptors](#)