Australian National University	Position Description

College/Division:	ANU College of Asia and the Pacific
School/Centre:	Crawford School of Public Policy
Department/Unit:	Australia Pacific Security College
Position Title:	**Monitoring Evaluation and Program Support Officer**
Classification:	ANU Officer 6/7 (Administration)
Position No:	37669
Responsible to:	APSC Deputy Director, Education
Number of positions that report to this role:	Nil
Delegation(s) Assigned:	D7

PURPOSE STATEMENT:

The ANU College of Asia and the Pacific (CAP) leads intellectual engagement with the Asia-Pacific region through research, teaching and contributions to public debate, and seeks to set the international standard for scholarship concerning the region.

Crawford School of Public Policy is Australia's leading public policy school, with recognised world-class expertise and experience in economics, political science, environmental management and development, and on key Asia-Pacific countries, especially China, Japan, Korea, Vietnam and Indonesia, as well as Australia.

The Australia Pacific Security College is funded by the Australian Government and sits within Crawford School of Public Policy, College of Asia and the Pacific. The APSC works with Pacific Island countries to build the capacity of officials and deal with a broad range of security challenges through executive and professional development courses, policy workshops, technical assistance and research.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

The Monitoring, Evaluation and Program Support Officer is part of a small and dynamic team supervised by the Deputy Director Education. The Monitoring, Evaluation and Program Support Officer is responsible for the coordination of internal evaluation of APSC programs and activities, implementation of the College's Monitoring, Evaluation and Learning Framework (MELF), MELF related reporting as well as support for the coordination and facilitation of professional development courses.

Role Statement:

Under the broad direction of the Deputy Director, Education, the Monitoring, Evaluation and Program Support Officer will:

- Coordinate and manage APSC evaluation data and reporting, to support implementation of the APSC MEL Framework.
- Write reports of various types, drawing on evaluation of data collected;
- Evaluate and report on APSC educational programs and activities, including analysis of data and preparing summaries and end of course reports;

- Contribute to the wider work of the College as appropriate;
- Collaborate with APSC's partners to design reports on evaluation outcomes, data management and systems design.
- Work closely with Program Coordinators to discuss evaluation activities and conduct evaluation interviews;
- Coordinate the day-to-day administrative and scheduling aspects of programs (including catering and venue); this may include some after-hours work.
- Contribute to the delivery of programs in Australia and across the Pacific Islands Forum countries (including facilitating small groups)
- Perform other duties as requested, consistent with the classification level of the position and in line with the principle of multi-skilling; and
- Comply with all ANU policies and procedures, in particular those relating to work health and safety and equal opportunity.

SELECTION CRITERIA:

1. Qualifications and/or substantial experience in training or education design and program evaluation. A degree and/or experience in a field relevant to security will be highly regarded.
2. Demonstrated ability to plan, conduct and analyse evaluations of programs in a complex organisational environment.
3. Demonstrated proficiency in data management and experience with the design of information management systems.
4. Demonstrated high level of written and oral communication skills, including the ability to establish and maintain professional working relationships in a customer service environment.
5. A demonstrated understanding of the Pacific Islands environment.
6. Demonstrated analytical and problem-solving skills, with a proven ability to use initiative, investigate issues, collect and analyse data, and to develop reports.
7. A demonstrated understanding of equal opportunity principles and policies and a commitment to their application in a University context.

ANU Officer levels 6 and 7 are broad banded 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.

The ANU conducts background checks on potential employees, and employment in this position is conditional on satisfactory results in accordance with the Background Checking Procedure which sets out the types of checks required by each type of position.

References:
Professional Staff Classification Descriptors

For assistance please contact HR Division Ph. 6125 3346

Australian National University
Pre-Employment Work Environment Report

Position Details

College/Div/Centre	ANU College of Asia and the Pacific	Dept/School/Section	APSC
Position Title	Monitoring, Evaluation and Program Support Officer	Classification	ANUO 6/7
Position No.	37669	Reference No.	

In accordance with the Work Health and Safety Act 2011 (Cth) the University has a primary duty of care, so far as reasonably practicable, to ensure the health and safety of all staff while they are at work in the University.

- This form must be completed by the supervisor of the advertised position and appended to the back of the Position Description.

- This form is used to advise potential applicants of work environment and health and safety hazards prior to application.

- Once an applicant has been selected for the position they must familiarise themselves with the University WHS Management System via Handbook guidance https://services.anu.edu.au/human-resources/health-safety/whs-management-system-handbook

- The hazards identified below are of generic nature in relation to the position. It is not correlated directly to training required for the specific staff to be engaged. Identification of individual WHS training needs must be in accordance with WHS Local Training Plan and through the WHS induction programs and Performance Development Review Process.

- '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

- 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	X	☐	laboratory work	☐	☐
lifting, manual handling	☐	X	work at heights	☐	☐
repetitive manual tasks	☐	X	work in confined spaces	☐	☐
Organizing events	☐	X	noise / vibration	☐	☐
fieldwork & travel	☐	X	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):