



Position Description

College/Division:	ANU College of Asia and the Pacific
Faculty/School/Centre:	Crawford School of Public Policy
Department/Unit:	
Position Title:	Program Coordinator
Classification:	ANU Officer 5 (Administration)
Position No:	
Responsible to:	Manager, Executive Education
Number of positions that report to this role:	0
Delegation(s) Assigned:	0

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 a School within CAP and is Australia's premier 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.

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 Program Coordinator will provide project management support for the development and implementation of customised courses, working closely with the Manager, Executive Education after the completion of initial scoping and development phases.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

Reporting to the Manager, Executive Education, and working with other key stakeholders within and outside of ANU, the Program Coordinator will be responsible for the project delivery and quality control of projects to ensure the efficient and effective delivery of professional courses.

The Program Coordinator will be responsible for assisting in the 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.

Role Statement:

Under the general direction of the Manager, Executive Education, the Program Coordinator will:

- Provide project management services to assist in the development, implementation and evaluation of professional development courses, including contract management, budgets and logistics to support best practice program delivery.
- Provide timely and professional course evaluation to the School and client, processing feedback and analysing data to highlight key outcomes and course results.
- Assist the Manager, Executive Education in scoping and writing of briefs and tender submissions for professional development courses as well as review processes and reporting as required.
- 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.
- Consult and assist in the interpretation and application of, policies and procedures as they relate to short course participants including contract management and insurance.
- Ensure the interlocutors and presenters are adequately briefed, trained and prepared to deliver professional development courses

- Liaise with the wider University and external organisations on matters involving HR, finance, and contracting for project development and course design.
- Undertake other duties as required consistent with the classification of the position in line with the principles of multiskilling.
- Comply with all ANU policies and procedures and in particular those relating to work health and safety and equal opportunity.

See the [classification descriptors for professional staff](#) and [minimum standards for academic staff](#)

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.

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.

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

References:

[Professional Staff Classification Descriptors](#)

[Academic Minimum Standards](#)