



**Australian
National
University**

Position Description

College/Division:	Planning and Service Performance Division
Faculty/School/Centre:	
Department/Unit:	Below Zero Initiative
Position Title:	Program Coordinator (Below Zero)
Classification:	ANU Officer Grade 6/7 (Administration)
Position No:	
Responsible to:	Program Manager (Below Zero)
Number of positions that report to this role:	0 - 1
Delegation(s) Assigned:	D7

PURPOSE STATEMENT:

Currently ANU emits significant quantities of greenhouse gases (GHGs), contributing to one of the greatest challenges the world has ever faced: climate change. The ANU Below Zero Initiative aims to transition ANU from being part of the problem to becoming part of the solution - from a source of greenhouse gases (GHG) to a sink for atmospheric carbon dioxide. Our approach integrates practical emission-reductions with research and teaching activities at ANU. We aim to use our expertise to drive innovation in this vital sector.

In early 2021, the ANU Council endorsed the University's strategy for the following targets:

- By 2025: Net-zero emissions for direct on-campus activities, energy, business travel and waste. The focus will be on practical emissions reductions first and foremost, only using high-quality Australian purchased carbon offsets as a back-up.
- By 2030: Below-zero emissions (for the scope outlined above) drawing down emissions on ANU land or using carbon offsets that integrate ANU research and teaching activities.
- Beyond 2030: Progressively draw down emissions accumulated earlier, starting with those accumulated over the lifetime of the Below Zero Initiative.

ANU is one of the first universities in the world to adopt such ambitious targets including a below zero emissions goal. As Australia's national university, we are aiming to promote innovation, engage the community and provide leadership to other organisations in Australia and around the world.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

Reporting to the Program Manager (Below Zero Initiative), the Program Coordinator provides strategic coordination to the Initiative at the programmatic level, as well as to its constituent streams of work. The Initiative is a University-wide, long-term program of work, and it is expected that projects and requirements will emerge and evolve as it progresses. The Program Coordinator will provide effective coordination and expert support in building a highly performing team in this changing context. As part of a small team dedicated to delivering the Initiative, the Program Coordinator will support the delivery of the Initiative by working collaboratively with academic and professional staff and students across the University, as well as with external stakeholders, partners and suppliers. The Program Coordinator will also engage with the Institute PositionDescription for Climate, Energy & Disaster Solutions, Facilities & Services and the University Executive and senior staff within the Colleges and Divisions on matters relating to the Initiative.

Role Statement:

Under the broad direction of the Program Manager (Below Zero Initiative), the Program Coordinator will:

1. Provide strategic coordination to a range of projects during various phases, from inception through to benefit realisation, by applying relevant project management methodologies according to the operational context.

2. Support the Program Manager (Below Zero Initiative) on team-building and programmatic tasks, including sustaining a culture of high-performance and knowledge sharing; undertaking research and synthesising of data into robust proposals, business cases and reports; and engagement with senior stakeholders within and outside of the University.
3. Contribute to, and coordinate, new and ongoing projects related to the Initiative across the University, in particular with planning and prioritising projects, coordinating activities and liaising with stakeholders to ensure appropriate consultation is conducted and envisaged and outcomes are achieved in good time and on budget.
4. Support the Below Zero Engagement Manager in engagement and communications around the Initiative, including with preparing and delivering presentations, events and communications.
5. Develop, deliver and maintain key project management artefacts such as project plans, risk and issue registers, stakeholder engagement, communication plans, business process and resource management plans in partnership with other key Below Zero staff.
6. Comply with all ANU policies and procedures, in particular those relating to work health and safety and equal opportunity.
7. Carry out other related duties consistent with the classification level of the position.

SELECTION CRITERIA:

The breadth and depth of the role is illustrated in the below selection criteria. While candidates should ideally meet all selection criteria, the Below Zero Initiative will consider all applications that demonstrate alignment with its mission.

1. Degree in a relevant field with proven project coordination experience in a university, start-up or similarly complex environment, or an equivalent combination of relevant experience and education/training. Qualifications or experience in climate change mitigation, adaptation, emissions accounting, and/or environmental research, development and engagement would be highly regarded.
2. Proven organisational skills and ability to prioritise own workload, work flexibly and proactively, both independently and collaboratively as part of a team, meeting deadlines and delivering high quality outcomes.
3. Proven high level interpersonal and communication skills, both written and oral, with experience producing business correspondence, reports and meeting papers and an ability to liaise effectively with stakeholders in a culturally diverse environment.
4. Proven analytical and problem-solving skills, with a proven ability to collect and analyse data and to make recommendations on alternative solutions to senior management.
5. Highly developed computer skills, including proficiency using the MsOffice suite and experience with online data management platforms.
6. A demonstrated high level understanding of equal opportunity principles and occupational health and safety 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](#)