



## Position Description

<b>College/Division:</b>	ANU College of Asia and the Pacific (CAP)
<b>Faculty/School/Centre:</b>	College Administration
<b>Department/Unit:</b>	Engagement and Impact
<b>Position Title:</b>	Coordinator, Engagement and Impact – Regional
<b>Classification:</b>	ANU Officer Grade 6/7 (Administration)
<b>Position No:</b>	
<b>Responsible to:</b>	Manager, Engagement and Impact
<b>Number of positions that report to this role:</b>	1
<b>Delegation(s) Assigned:</b>	

### PURPOSE STATEMENT:

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

Within CAP, the Engagement and Impact team seeks to foster and nurture partnerships between CAP and the wider community, from industry, the public sector and civil society. The diversity of scholarship and teaching that spans disciplines and areas within CAP is reflected in the wide range of types of partnerships that the team works on daily, in close contact with Schools and external stakeholders. One of the unique areas which the team manages is the network of Regional Institutes, which are an entry-point in for external partners to access area expertise, and which serve to connect internal specialists across disciplines and across colleges. Developing a blueprint for how best to leverage the Regional Institutes, as informed by the 2019 Review of the Regional Institutes, is one example of the strategic planning that the Engagement and Impact team will undertake. This sits alongside a busy portfolio of activities to continue to support and extend existing relationships with a regional focus.

The Coordinator provides high-level support to the Engagement and Impact function of CAP with a focus on strategic planning and operational activities within the Regional portfolio.

### KEY ACCOUNTABILITY AREAS:

#### Position Dimension & Relationships:

Reporting to the Manager, Engagement and Impact, the Coordinator ensures consistently high levels of professional service delivery for projects and events organised in accordance with School, College and University styles, policies and procedures.

The Coordinator will oversee the development of a range of projects with a variety of industry, public sector and civil society partners. The Coordinator will help shape and implement strategic planning for activities with a regional focus, drawing on current resources and structures and providing input on future approaches.

#### Role Statement:

Under the broad direction of the Manager, Engagement and Impact, the Coordinator Engagement and Impact - Regional will:

1. Coordinate the existing Regional portfolio of strategic partnerships, including, but not limited to, planning, documentation and budgeting.
2. Represent the College and Leadership as required during visits to strategic partners in Asia and the Pacific.
3. Oversee the budget and financial reporting for priority projects including the Regional Institutes. Prepare draft annual reports for the College Executive.
4. Coordinate the annual calendar of Regional Engagement as informed by the various bodies of regional expertise in CAP and the related regional events.
5. Work closely with the College Marketing and Communications team to ensure production of high quality marketing material including print and digital narratives and information about College Engagement and

Impact partnerships.

6. Prepare business documentation and correspondence for the College including undertaking background research, collating and analysing data to inform discussion papers on key issues.
7. Liaise across the university with other Colleges, the Pro Vice-Chancellor (International and Outreach) and professional peers in the coordination and optimisation of the College's regional Engagement and Impact projects.
8. Negotiate and deliver a range of engagement and impact activities ranging from masterclasses to forums to consultancies.
9. Assist in the supervision of junior team members, providing training, coaching and mentoring to support their performance development. This may include direct staff supervision
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

### SELECTION CRITERIA:

1. Relevant degree qualifications with demonstrated experience in project delivery in a complex environment or an equivalent combination of extensive relevant experience and education/training. Experience working within the Asia Pacific region would be highly regarded.
2. Demonstrated influencing and negotiating skills as well as the ability to establish priorities and meet competing deadlines for self and others.
3. Demonstrated ability to provide training and coaching to junior team members and to assist with their supervision
4. Demonstrated analytical and problem solving skills, including experience in developing and improving administrative processes with the ability to research, innovate and analyse issues and provide flexible solutions.
5. Excellent communication skills, both written and oral, including a proven ability to liaise and negotiate effectively, and relate to a diverse range of stakeholders.
6. Demonstrated experience in managing a budget, providing reports and briefings and developing and communicating the potential benefits of recommended joint ventures.
7. A demonstrated high-level 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*

<b>Supervisor/Delegate Signature:</b>		<b>Date:</b>	
Printed Name:		<b>Uni ID:</b>	

### References:

[Professional Staff Classification Descriptors](#)

[Academic Minimum Standards](#)



Australian  
National  
University

# Pre-Employment Work Environment Report

## Position Details

<b>College/Div/Centre</b>	CAP	<b>Dept/School/Section</b>	College Administration
<b>Position Title</b>	Coordinator, Engagement and Impact – Regional	<b>Classification</b>	ANUO6/7 (Administration)
<b>Position No.</b>		<b>Reference No.</b>	

**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.**

- 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.
- This form is used to advise potential applicants of work environment issues prior to application.
- 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](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](http://info.anu.edu.au/hr/Training_and_Development/OHS_Training/index.asp)
- '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](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	<input type="checkbox"/>	<input type="checkbox"/>	laboratory work	<input type="checkbox"/>	<input type="checkbox"/>
lifting, manual handling	<input type="checkbox"/>	<input type="checkbox"/>	work at heights	<input type="checkbox"/>	<input type="checkbox"/>
repetitive manual tasks	<input type="checkbox"/>	<input type="checkbox"/>	work in confined spaces	<input type="checkbox"/>	<input type="checkbox"/>
catering / food preparation	<input type="checkbox"/>	<input type="checkbox"/>	noise / vibration	<input type="checkbox"/>	<input type="checkbox"/>
fieldwork & travel	<input type="checkbox"/>	<input type="checkbox"/>	electricity	<input type="checkbox"/>	<input type="checkbox"/>
driving a vehicle	<input type="checkbox"/>	<input type="checkbox"/>			
<b>NON-IONIZING RADIATION</b>			<b>IONIZING RADIATION</b>		
solar	<input type="checkbox"/>	<input type="checkbox"/>	gamma, x-rays	<input type="checkbox"/>	<input type="checkbox"/>
ultraviolet	<input type="checkbox"/>	<input type="checkbox"/>	beta particles	<input type="checkbox"/>	<input type="checkbox"/>
infra red	<input type="checkbox"/>	<input type="checkbox"/>	nuclear particles	<input type="checkbox"/>	<input type="checkbox"/>
laser	<input type="checkbox"/>	<input type="checkbox"/>			
radio frequency	<input type="checkbox"/>	<input type="checkbox"/>			
<b>CHEMICALS</b>			<b>BIOLOGICAL MATERIALS</b>		
hazardous substances	<input type="checkbox"/>	<input type="checkbox"/>	microbiological materials	<input type="checkbox"/>	<input type="checkbox"/>
allergens	<input type="checkbox"/>	<input type="checkbox"/>	potential biological allergens	<input type="checkbox"/>	<input type="checkbox"/>
cytotoxics	<input type="checkbox"/>	<input type="checkbox"/>	laboratory animals or insects	<input type="checkbox"/>	<input type="checkbox"/>
mutagens/teratogens/ carcinogens	<input type="checkbox"/>	<input type="checkbox"/>	clinical specimens, including blood	<input type="checkbox"/>	<input type="checkbox"/>
pesticides / herbicides	<input type="checkbox"/>	<input type="checkbox"/>	genetically-manipulated specimens	<input type="checkbox"/>	<input type="checkbox"/>
			immunisations	<input type="checkbox"/>	<input type="checkbox"/>
<b>OTHER POTENTIAL HAZARDS (please specify):</b>					

<b>Supervisor's Signature:</b>		<b>Print Name:</b>		<b>Date:</b>	
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