



**Australian
National
University**

Position Description

College/Division:	College of Engineering and Computer Science
Faculty/School/Centre:	School of Engineering
Department/Unit:	
Position Title:	Program Manager Indigenous Engineering Design Studio (IEDS)
Classification:	ANUO8 (Administration)
Position No:	
Responsible to:	Director, School of Engineering
Number of positions that report to this role:	0
Delegation(s) Assigned:	

PURPOSE STATEMENT:

First Nations people in Australia have made extraordinary contributions, over tens of thousands of years, to technology and its relationship with the land. These contributions can be seen in the scale and breadth of their developments, from the UNESCO listed Bidj Bim fish and eel traps, to the trade routes of greenstone axe heads. In order to recognise and build on these important and underappreciated knowledge systems, the ANU is looking to launch an Indigenous Engineering Design Studio (IEDS), designed, developed and led by First Nations peoples.

The IEDS will work across the focus areas of the existing schools within the ANU College of Engineering and Computer Science (CECS), and will encourage these Indigenous knowledge systems, including ways of being, knowing and doing, to be explored in the context of diverse research and teaching activities.

Establishment of a First Nations-led studio will require a sensitive and consultative approach. As an organisation, ANU is well on the journey, however we still have a long way to go. We know that not only do we need to appoint First Nations staff to run the studio, we need to be First Nations-led in all stages of the process.

On that basis, we propose the launch of this project be proceeded by a First Nations-led viability study which will be conducted prior to the IEDS' design and implementation. PwC's Indigenous Consulting (PIC) has been appointed to lead this work to explore the opportunities, strengths, needs and desires for the IEDS with community, the University, and others. Their research, finishing in May 2022, seeks to draw upon the rich tapestry of First Nations structures, protocols, and culture, and will help to inform the development and implementation of the IEDS.

To support this project and to take the recommendations of the report forward at the conclusion of the project, we are appointing a program manager to work with PIC, the School of Engineering, and other stakeholders across the university and broader communities.

As the IEDS will be First Nations-led, First Nations candidates are strongly encouraged to apply, however this is not an identified role.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

The Program Manager will report to the Director of the School of Engineering, and work closely with the School Manager and administration team within the Director's Office. The Program Manager will manage all stakeholder relationships in the project, including with the Dean's Office, teaching and research colleagues across all 3 schools in CECS, within the First Nations Portfolio and others across ANU, as well as external and community groups and stakeholders.

Role Statement:

- Build and manage stakeholder relationships inside and outside the ANU
- Guide and support PIC in navigating ANU processes and protocols and consultations
- Manage all communications relating to the project with various stakeholders
- Once recommendations from PIC are received, manage the evaluation of the recommendations and create a plan for the establishment of the IEDS including resource management, governance, funding and communications
- Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity
- Perform other duties as requested, consistent with the classification level of the position

SELECTION CRITERIA:

- Extensive experience working with communities to implement collaborative programs.
- Knowledge of the education sector and/or start-ups and/or engineering sector
- Ability to manage complex stakeholder and community relationships
- Experience in establishing programs of activity and provide strategic advice
- Ability to create business plans and manage financial operations
- Ability to comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity

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 Name:

Date:

References:

[Professional Staff Classification Descriptors](#)

[Academic Minimum Standards](#)



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Pre-Employment Work Environment Report

Position Details

College/Div/Centre	CECS	Dept/School/Section	SOEN
Position Title	Program Manager	Classification	ANU08 Administration
Position No.		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

<ul style="list-style-type: none"> • 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 checked="" 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"/>
Organizing events	<input type="checkbox"/>	<input checked="" type="checkbox"/>	noise / vibration	<input type="checkbox"/>	<input type="checkbox"/>
fieldwork & travel	<input type="checkbox"/>	<input checked="" type="checkbox"/>	electricity	<input type="checkbox"/>	<input type="checkbox"/>
driving a vehicle	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
NON-IONIZING RADIATION			IONIZING RADIATION		
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"/>			
CHEMICALS			BIOLOGICAL MATERIALS		
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"/>
OTHER POTENTIAL HAZARDS (please specify):					
Supervisor/Delegate Name:			Date:		
Chris Kellett			17.11.2021		