



Position Description

College/Division:	College of Engineering and Computer Science
Faculty/School/Centre:	School of Computing
Position Title:	Project Officer
Classification:	ANU Officer 6/7 (Administration)
Position No:	12804
Responsible to:	Education Transformation Officer

PURPOSE STATEMENT:

The ANU College of Engineering and Computer Science (CECS) has embarked on a major initiative to reimagine the role of engineering and computing in the 21st century. As outlined in the CECS Strategic Intent the College has a unique set of national responsibilities and an obligation to have a degree of impact befitting Australia's only national university.

To achieve such impact our College embodies principles and values to guide the pursuit of excellence in education; research, engagement and impact; and collegiality. These principles include collaborative teamwork, common strategic intent, nurturing peer and junior staff members, and acting with purpose and professionalism. Our community contributes to making our environment the very best possible venue for all staff, stakeholder and student bodies.

The role of Project Officer is to coordinate projects supported by the Education portfolio within the School of Computing, this will involve working closely with the Associate Director Education, the Education Transformation Officer, and other members of the School community

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

The Project Officer will report to the Education Transformation Officer and will be working with a range of stakeholders across the academic and professional organisational units both within the School and across the wider College. The Project Officer will work collaboratively to deliver on initiatives and activities within the Education Portfolio, and in support of the Associate Director Education.

Role Statement

Under general direction, the Project Officer's duties may include:

- Provide operational support and management for new and ongoing projects, including project scoping and planning, functional reviews and the implementation of recommendations, contributing to the development of performance indicators and dashboards to measure, report on and improve the area's performance and preparing and circulating regular and ad-hoc reports.
- Ensure compliance with University policies and procedures and College protocols, and assist in the implementation of new education-focused policies and systems within the School. Investigate issues and design and implement initiatives to reduce risk.
- Be a point of liaison and coordination between the various members of the School and College Community and where relevant key groups and individuals external to the University to ensure project deliverables and timelines are met. This may include assisting with the creation and support of working groups.
- Provide regular project reports and risk assessments to the Education Transformation Officer to ensure transparency of project status.
- Perform other duties as directed, consistent with the classification level of the position and in line with the principle of multi-skilling.
- Comply with all ANU policies and procedures, in particular those relating to work health and safety and equal opportunity.

Selection Criteria

1. Degree in a relevant field with demonstrated relevant experience in an administrative role in a complex environment or an equivalent combination of relevant experience and education/ training. Experience in a University environment will be highly regarded.
2. Demonstrated high level customer service with effective communication skills and experience drafting business correspondence, reports and meeting papers and an ability to liaise effectively with stakeholders in a culturally diverse environment.
3. Demonstrated relationship-building and management skills that result in tangible outcomes, including the ability to liaise effectively with a wide range of stakeholders.
4. Demonstrated high-level organisational skills and the ability to strategically prioritise workloads and use sound judgement in decision making. A demonstrated ability to take innovative approaches leading to process improvement and the achievement of strategic goals is desired.
5. Well-developed computer skills, including proficiency using the MS Office suite.
6. A demonstrated high level of understanding of equal opportunity principles and a commitment to their application in a university context.

ANU Officer Levels 6 and 7 are broadbanded 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.

Printed Name:		Date:	
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References:

[CECS Strategic Intent](#)

[Professional Staff Classification Descriptors](#)