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| ANU_LOGO_mono black_FA.jpg | Position Description |

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| **College/Division:** | Division of Student Life |
| **Faculty/School/Centre:**  |  |
| **Department/Unit:**  | Access, Inclusion and Wellbeing |
| **Position Title:**  | Student Access and Success Officer |
| **Classification:** | ANU06/7 |
| **Position No:** |  |
| **Responsible to:** | Manager, Access and Inclusion |
| **Number of positions that report to this role:** |  |
| **Delegation(s) Assigned:** |  |

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| **PURPOSE STATEMENT:**The role of the Student Access and Success Officer is to provide support, advice and referral to students and prospective students for underrepresented student cohorts, including low SES, regional and remote, non-English speaking backgrounds, first generation students, Gay, Lesbian, Bisexual, Transgender, Intersex (GLBTI), Women in Science, Technology, Engineering and Maths (STEM), carers and students with a disability. **KEY ACCOUNTABILITY AREAS:****Position Dimension & Relationships:** Under the broad direction of the Manager, Access and Inclusion, the Student Access and Success Officer, in collaboration with other areas within the Division of Student Life, Student Administration, Recruitment and Admissions and academic areas will provide information and support for students from under-represented and disadvantaged backgrounds from pre-orientation through to graduation. Additionally, the Access and Inclusion office provide support and advice for international students who are under 18 and elite athletes.**Role Statement:**1. Provision of information, support, advice and referral to current and prospective students regarding reasonable adjustments and strategies to address support needs from pre-entry through to graduation.
2. Liaise and negotiate with academic and administrative sections of the university and external stakeholders to support and promote access to study, inclusive education practices and flexible service delivery.
3. Coordination of programs, services, and events aimed at improving access and inclusion on campus to promote the personal, educational, cultural and practical needs of students. Occasional out of hours work may be required.
4. In collaboration with Student Experience and Career Development and other Division of Student Life stakeholders, develop resources and contribute actively to the Division of Student Life in cross functional project work across the University addressing engagement, access and opportunity.
5. Assist with the recruitment and training of student staff, volunteers and external service providers and provide support with planning and implementation of Access & Inclusion activities and events.
6. Document support, programs and activities, gather and analyse data and information to enable reporting and evaluation of the impact and outcomes of service delivery to support decision making. Comply with all ANU policies and procedures, in particular those relating to work health and safety and equal opportunity.
7. Perform other duties as requested, consistent with the classification level of the position and in line with the principle of multi-skilling.
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| **SELECTION CRITERIA:****Essential:**1. A degree in: social work, welfare or a cognate discipline; allied health; or mental health nursing, with subsequent clinical or other relevant experience or an equivalent combination of relevant experience and/or education/training.
2. Demonstrated knowledge and experience working in a large organisation of wellbeing and support service functions required for people 18 years and above. Using acquired experience and skills, undertake and manage work assignments, guided by policy, processes and procedures.
3. Well-developed written and interpersonal communication skills with demonstrated ability to interact and work collaboratively with a diverse range of stakeholders including students, parents, ANU professional and academic staff, Government Departments and community.
4. Demonstrated 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. Proven organizational skills and ability to prioritise own workload and to work effectively both independently and as a part of a team, meeting deadlines and delivering high quality outcomes.
6. A demonstrated understanding of equal opportunity principles and policies and a commitment to their application in a university context.

**Highly desirable:**1. Working knowledge and experience of social justice and an understanding of issues of educational disadvantage and knowledge of relevant legislation, for example, the Higher Education Student Act (HESA) 2003, Education Services for Overseas Students Act 2000, Privacy Act, 1988, Disability Discrimination Act (1992) and Disability Standards of Education 2005.
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| **Supervisor/Delegate Signature:** |  | **Date:** |  |
| Printed Name: |  | **Uni ID:** |  |

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| **References:** |
| [General Staff Classification Descriptors](http://info.anu.edu.au/hr/Salaries_and_Conditions/Enterprise_Agreement/2010-2012/Schedule_5) |
| [Academic Minimum Standards](http://info.anu.edu.au/hr/Salaries_and_Conditions/Enterprise_Agreement/2010-2012/Schedule_4) |

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|  | Pre-Employment Work Environment Report |

# Position Details

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| **College/Div/Centre** | Division of Student Life | **Dept/School/Section** | Access & Inclusion |
| **Position Title** | Student Access & Success Officer | **Classification** | 6/7 |
| **Position No.** |  | **Reference No.** |  |

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.

1. 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.
2. This form is used to advise potential applicants of work environment issues prior to application.
3. 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 Enrolment on relevant OHS training courses should also be arranged – see http://info.anu.edu.au/hr/Training\_and\_Development/OHS\_Training/index.asp
4. ‘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

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| 1. 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.
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| **TASK** | **regular** |  | **occasional** |  | **TASK** | **regular** |  | **occasional** |
| key boarding | X[ ]  |  | [ ]  |  | laboratory work | [ ]  |  | [ ]  |
| lifting, manual handling | [ ]  |  | [ ]  |  | work at heights | [ ]  |  | [ ]  |
| repetitive manual tasks | [ ]  |  | [ ]  |  | work in confined spaces | [ ]  |  | [ ]  |
| catering / food preparation | [ ]  |  | [ ]  |  | noise / vibration | [ ]  |  | [ ]  |
| fieldwork & travel | [ ]  |  | [ ]  |  | electricity | [ ]  |  | [ ]  |
| driving a vehicle | [ ]  |  | [ ]  |  |  |  |  |  |
| **NON-IONIZING RADIATION** |  |  |  |  | **IONIZING RADIATION** |  |  |  |
| solar | [ ]  |  | [ ]  |  | gamma, x-rays | [ ]  |  | [ ]  |
| ultraviolet | [ ]  |  | [ ]  |  | beta particles | [ ]  |  | [ ]  |
| infra red | [ ]  |  | [ ]  |  | nuclear particles | [ ]  |  | [ ]  |
| laser | [ ]  |  | [ ]  |  |  |  |  |  |
| radio frequency | [ ]  |  | [ ]  |  |  |  |  |  |
| **CHEMICALS** |  |  |  |  | **BIOLOGICAL MATERIALS** |  |  |  |
| hazardous substances | [ ]  |  | [ ]  |  | microbiological materials | [ ]  |  | [ ]  |
| allergens | [ ]  |  | [ ]  |  | potential biological allergens | [ ]  |  | [ ]  |
| cytotoxics | [ ]  |  | [ ]  |  | laboratory animals or insects | [ ]  |  | [ ]  |
| mutagens/teratogens/carcinogens | [ ]  |  | [ ]  |  | clinical specimens, including blood | [ ]  |  | [ ]  |
| pesticides / herbicides | [ ]  |  | [ ]  |  | genetically-manipulated specimens | [ ]  |  | [ ]  |
|  |  |  |  |  | immunisations | [ ]  |  | [ ]  |
| **OTHER POTENTIAL HAZARDS (please specify):** |

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| **Supervisor’s Signature:**  |  | **Print Name:** | **Julie Harrison** | **Date:** |  |