|  |  |
| --- | --- |
| ANU_LOGO_mono black_FA.jpg | Position Description |

|  |  |
| --- | --- |
| **College/Division:** | ANU Advancement |
| **Faculty/School/Centre:** |  |
| **Department/Unit:** | Advancement Services |
| **Position Title:** | Senior Governance & Scholarships Officer |
| **Classification:** | ANU Officer Grade 6/7 (Administration) |
| **Position No:** | TBC |
| **Responsible to:** | Governance & Reporting Manager |
| **Number of positions that report to this role:** | Nil |
| **Delegation(s) Assigned:** | Nil |

|  |
| --- |
| **PURPOSE STATEMENT:**  ANU Advancement has been building the philanthropic foundation for ANU upon which the University plans to launch its first comprehensive and significant fundraising campaign. Staffed by a collaborative team of professionals, Advancement is committed to strong and meaningful engagement with its many communities, and to generating the philanthropic support and alumni engagement required to reach our ambitious goals and maximise impact. We are creating a philanthropic culture that is embedded across all of ANU. ANU exhibits many advantages in advancement, not least the unique nature of being the national university. We are able to connect with alumni, donors, friends and those previously unaffiliated with the University, who are excited by our vision, energy and commitment to improving our world through education, research and innovation.  The Senior Governance & Scholarships Officer will provide administrative support for the development and securing of philanthropic scholarships and prizes administered by ANU. The position will also responsible for operational support, administration, tracking, analysis and reporting of philanthropic scholarships and prizes. The position demands close interaction with internal and external stakeholders, as well as flexible working arrangements during peak periods.  **KEY ACCOUNTABILITY AREAS:**  **Position Dimension & Relationships:**  The position is part of ANU Advancement and reports directly to the Governance & Reporting Manager. Promoting and providing a strong service culture to internal and external stakeholders is a core attribute of the position. The occupant will develop and operate networks both within and outside the ANU, the ability to liaise with staff, donors and students and to form strong and cooperative working relationships across ANU and with external stakeholders is vital. In particular, the position is expected to liaise, provide support and analysis as needed for ANU Advancement and may include the Office of the Vice Chancellor, Deputy Vice-Chancellor (Academic) portfolio, senior academic staff, and Divisional staff.  **Role Statement:**  Under the broad direction of the Governance & Reporting Manager, the Senior Scholarships Officer will:   1. Provide high level professional administrative support for the establishment of philanthropic scholarships and prizes including:    1. Be the primary point of contact for the Division for philanthropic scholarships & prizes, providing information and advice on all aspects of establishment and administration of scholarships and prizes to guide the management of donor communications and expectations;    2. Facilitate scholarship and prize establishment processes including liaising with Divisional and College scholarship staff in support of the establishment, maintenance and updating of Conditions of Award and associated selection committees;    3. Report and coordinate analysis of scholarship and prize trends and benchmarking to support the strategic direction of the philanthropic scholarship fundraising;    4. Track and follow up on philanthropically funded scholarship and prize awards including the collection and preparation of donor impact reporting.;    5. Work closely with Donor Relations & Philanthropy teams to support stewardship and engagement between donors and award recipients;    6. Serve as a representative on central scholarship stakeholder initiatives. 2. Establish, maintain and communicate effectively with internal and external networks including students and staff, and key stakeholders of scholarship funds, to support strategic outcomes for the University. 3. Monitor and advise on related promotion communication strategies and plans in consultation with internal and external stakeholders. 4. Develop and maintain scholarship and prize establishment processes, fundraiser toolkits, promotion and communication options, tracking reports and general reporting protocols in support of the broader scholarships and prizes framework. 5. Perform other duties as required, consistent with the classification level of the position and in line with the principle of multi-skilling. 6. Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity. |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| **SELECTION CRITERIA:**   1. Degree in a relevant field with demonstrated relevant experience, or an equivalent combination of extensive relevant experience and education/training. 2. Demonstrated initiative, drive and responsibility in the administration of large and complex programs. 3. Demonstrated numerical, analytical and problem solving skills with a high degree of attention to detail and accuracy. 4. Proven ability to consistently display high quality customer service principles, practices and attributes and the ability to respond and adjust to changing work demands and circumstances, including a capacity to work effectively with competing demands and deadlines. 5. Excellent interpersonal and communication skills, both written and oral, including the ability to consult, negotiate and liaise effectively with a diverse range of people. 6. Demonstrated ability to interpret, adapt and apply policy and procedures within a complex organisation. 7. Demonstrated ability to work flexibly, independently, and within a team environment, using initiative, judgement and discretion. 8. A demonstrated understanding of equal opportunity principles and policies 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. | | | |
| **Supervisor/Delegate Signature:** |  | **Date:** |  |
| Printed Name: |  | **Uni ID:** |  |

|  |
| --- |
| **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) |

|  |  |
| --- | --- |
|  | Pre-Employment Work Environment Report |

# Position Details

|  |  |  |  |
| --- | --- | --- | --- |
| **College/Div/Centre** | ANU Advancement | **Dept/School/Section** | Advancement Services |
| **Position Title** | Senior Governance & Scholarships Officer | **Classification** | ANU Officer Grade 6/7 (Administration) |
| **Position No.** | TBA | **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

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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. | | | | | | | | |
| **TASK** | **regular** |  | **occasional** |  | **TASK** | **regular** |  | **occasional** |
| key boarding |  |  |  |  | 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):** | | | | | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Supervisor’s Signature:** |  | **Print Name:** |  | **Date:** |  |