



Position Description

College/Division:	ANU College of Science
Faculty/School/Centre:	College Services
Department/Unit:	College Executive
Position Title:	Executive Officer
Classification:	ANU Officer Grade 8 (Administration)
Position No:	32699
Responsible to:	Dean, ANU College of Science
Number of positions that report to this role:	Nil
Delegation(s) Assigned:	D6

PURPOSE STATEMENT:

The Executive Officer provides high level executive support and strategic advice and information, contributing to the efficient and effective delivery of the area's operations.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

The Executive Officer provides high-level executive support in the achievement of strategic goals, working effectively across a wide range of high-level internal and external stakeholders, including government agencies and other relevant bodies. The Executive Officer is also responsible for coordinating day to day administrative operations, working closely with the local administrative team.

Role Statement:

Under broad direction, the Executive Officer will:

- Advise on and support the development, implementation, performance measurement and reporting of strategic initiatives, including the development, administration and effective analysis of policies, and contribute to strategic planning and continuous process improvements.
- Provide secretarial and communication support to various committees, including the preparation of papers, agenda development, minute-taking, providing minutes and following-up on agreed action items, drafting reports and regularly reporting on committee outcomes.
- Undertake research, write reports, draft submissions and correspondence relating to strategic projects, provide high-level input in the ongoing review of policies and coordinate various initiatives aimed at ensuring legal compliance, as appropriate.
- Provide operational support and management for new and ongoing projects, including 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.
- Be a point of liaison and coordination between the members the Executive Team, Colleges and Divisions, key student organisations and key groups and individuals external to the University, including relevant government bodies.
- 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 and in line with the principle of multi-skilling.

SELECTION CRITERIA:

- Progress towards relevant postgraduate qualifications and demonstrated extensive experience providing executive support in a complex environment. Professional training will be highly regarded.
- A good understanding of the challenges facing the Australian higher education sector and research led universities' operations. Knowledge of the ANU practices in the area of research and student management will be advantageous.
- Proven experience providing strategic advice, planning and reporting to senior management and an ability to successfully manage projects through to completion, on time and on budget.
- 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 required.
- Demonstrated high level interpersonal and communication skills, including: the demonstrated ability to liaise effectively with stakeholders; experience drafting management documents; and the ability to provide staff supervision.
- Well-developed computer skills, including experience in the use of online data management and reporting systems. Advanced Excel skills and experience drafting complex business diagrams using Visio will be highly regarded.
- A demonstrated high-level of understanding of equal opportunity principles and occupational health and safety and a commitment to their application in a university context.

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:	Nancy Richardson	Date:	2/06/2022
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References:

[Professional Staff Classification Descriptors](#)

[Academic Minimum Standards](#)

	Australian National University	<h1 style="margin: 0;">Pre-Employment Work Environment Report</h1>
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Position Details

College/Div/Centre	College of Science	Dept/School/Section	College Services
Position Title	Executive Officer	Classification	ANUO 8 (Admin)
Position No.	32699	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. 																																																																																																																
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