



Position Description

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| College/Division: | College of Science |
| Faculty/School/Centre: | Research School of Astronomy & Astrophysics (RSAA) |
| Department/Unit: | ANU Institute for Space (ANU InSpace) |
| Position Title: | Chief Operations Officer |
| Classification: | Senior Manager 2 (Administration) |
| Position No: | 33597 |
| Responsible to: | Director, ANU InSpace |
| Number of positions that report to this role: | 5 |
| Delegation(s) Assigned: | D4 |

PURPOSE STATEMENT:

The Chief Operations Officer (COO), ANU InSpace is responsible for overseeing the strategic management of ANU InSpace, leading business improvements and program delivery that is in alignment with strategic objectives. The COO, ANU InSpace will also actively contribute to the wider University's engagement with the Australian space industry and international space sector, through collaboration with University-wide project teams and the management of key external industry and government partnerships.

The COO (ANU InSpace) is accountable for the attraction and retention of external funding and investment, managing the Institute's financial commitments, and monitoring program performance against contractual commitments.

Position Dimension & Relationships:

The position reports to the Director, ANU InSpace Director/ Director Advanced Instrumentation and Technology Centre (AITC), and provide strategic advice on revenue growth models to the Director, Research School of Astronomy and Astrophysics (RSAA).

The position engages with and provides high-level advice to the University Executive, stakeholders within the School and College, industry, commercial and government partners, both nationally and internationally. The COO (ANU InSpace) will establish and lead a program team and work closely with project teams across University to ensure performance of funded programs meet strategic objectives.

Role Statement:

Under broad direction, the Chief Operations Officer, ANU InSpace is responsible for:

- Provide high-level strategic advice to the University and School Executive on existing and prospective opportunities that advance the strategic goals of the University, Research School and Institute, in regards to engagement with the international space sector and generation of independent revenue.
- Manage the performance of funded programs across the University, and drive business improvements, program delivery and financial sustainability, while driving a culture of collaboration and inclusivity.
- Develop strategic partnership programs relationships with key industry and government partners including the Australian Space Agency, NASA, ESA, JAXA, Airbus, Boeing.
- Identify, analyse, and implement an investment model for the ANU InSpace programs, exploring opportunities, both internally and externally.
- Oversee the day-to-day management of a program team through the InSpace Program Directors and project managers, ensuring best-practice operations and high-quality products are delivered on time and within budget.
- Coordinating the ANU InSpace budget, resources allocation and planning processes to ensure the optimal use of Institute resources to achieve agreed objectives.
- Provision of effective supervision of program staff and project management, ensuring objectives and deadlines are met, and supporting career development to build a high performing team.
- Negotiate and manage commercial contracts, and prepare a range of written materials including business cases, reports and other corporate documentation.

- Comply with all ANU policies and procedures, and in particular those relating to Work, Health and Safety and Equal Opportunity.

SELECTION CRITERIA:

1. Postgraduate qualifications, with relevant experience and demonstrated experience in high-level leadership and management positions, preferably in a scientific environment or an equivalent combination of experience and training.
2. Demonstrated high level of achievement at a senior level in a complex organisation, particularly in the development and implementation of innovative strategies for start-up initiatives.
3. Demonstrated ability to build, lead and manage effective teams to provide consistent and continuously improving operational practices and timely delivery of quality services to multiple stakeholders.
4. Highly developed analytical and problem-solving skills and a demonstrated ability to use sound judgement in decision-making.
5. Excellent negotiation skills and influencing skills with the proven ability to build and maintain effective working relationships with internal and external stakeholders and engender a positive culture of collaboration.
6. Understanding of, and experience in, the financial and legal aspects of complex external partnerships, including review of contracts and risk frameworks for investments and engagement
7. 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.

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|---------------------------------------|------------|----------------|---------------|
| Supervisor/Delegate Signature: | | Date: | November 2018 |
| Printed Name: | Anna Moore | Uni ID: | |

References:

[General Staff Classification Descriptors](#)

[Academic Minimum Standards](#)



Australian
National
University

Pre-Employment Work Environment Report

Position Details

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|---------------------------|--|----------------------------|--|
| College/Div/Centre | | Dept/School/Section | |
| Position Title | | Classification | |
| 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.

- 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.
- This form is used to advise potential applicants of work environment issues prior to application.

- 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
- '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 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"/> |
| catering / food preparation | <input type="checkbox"/> | <input type="checkbox"/> | noise / vibration | <input type="checkbox"/> | <input type="checkbox"/> |
| fieldwork & travel | <input type="checkbox"/> | <input type="checkbox"/> | electricity | <input type="checkbox"/> | <input type="checkbox"/> |
| driving a vehicle | <input type="checkbox"/> | <input 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): | | | | | |
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| Supervisor's Signature: | Print Name: | Date: |
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