



**Australian
National
University**

Position Description

College/Division:	ANU Joint Colleges of Science
Faculty/School/Centre:	Fenner School of Environment and Society
Department/Unit:	
Position Title:	Senior Administration Officer
Classification:	ANU Officer 6/7 (Administration)
Position No:	TBC
Responsible to:	Director, Sustainable Farms
Number of positions that report to this role:	0
Delegation(s) Assigned:	TBC

PURPOSE STATEMENT:

The Senior Administration Officer provides high-level, comprehensive administrative support to the Sustainable Farms Project, with a focus on teaching, research and engagement activities. The position assists the Director, Sustainable Farms with business planning and projects, including the preparation of operational plans and briefings, and will provide advice on policies and procedures to support the achievement of strategic goals.

Position Dimension & Relationships:

The Senior Administration Officer reports to the Director, Sustainable Farms, and will work closely with staff within the Sustainable Farms Project. The position will also liaise regularly with external partners such as Local Land Services, the Biodiversity Conservation Trust and the University of Canberra.

Role Statement:

Under the broad direction of the Director of Sustainable Farms, the Senior Administration Officer will:

1. Provide high-level administrative and operational support to the Director in support of the administrative management of the Sustainable Farms Project.
2. Provide secretarial support to various committees, including the preparation of papers and reports, agenda development, preparing and distributing minutes and actioning agreed outcomes.
3. Manage special projects, undertake research, write reports and draft correspondence that contributes to the business development and reporting requirements of the Sustainable Farms Project.
4. Act as the first point of contact for the Sustainable Farms project including responding to inquiries, provide first level advice.
5. Act as a point of liaison between the Sustainable Farms Project, Advisory Committee members and other key partners for example the University of Canberra.
6. Provide high-level advice to the Director as appropriate, regarding complex issues and the implementation of University policies, procedures and guidelines within the Sustainable Farms Project.
7. Undertake functional reviews on existing projects and manage the implementation of recommendations in a continued effort to improve the performance of the Sustainable Farms project.
8. Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity.
9. Undertake other duties as consistent with the classification level of the position and in line with the principles of multiskilling.

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.
2. Proven skills and experience in strategic planning, project management and the provision of high-level administrative support. Demonstrated ability to successfully coordinate across organizational units and between organisations, will be highly regarded.
3. Demonstrated high-level literacy, written and verbal communication skills, with proven experience in drafting reports, and tailoring documents to various audiences.
4. Proven experience in the management and delivery of workshops and meetings, and a demonstrated ability to build effective working relationships and to clearly communicate, consult, negotiate and liaise effectively with a diverse range of people both orally and in writing.
5. Proven organisational skills and attention to detail, with a demonstrated ability to prioritise own workload and to work effectively both independently and as part of a team, meeting demanding deadlines and delivering high quality outcomes.
6. Demonstrated ability to contribute to the development of project budgets, monitor resource allocation, and project deliverables to ensure deadlines are met and projects are delivered within budget.
7. High level of competence with Microsoft Office Suite and ability to broaden computing experience with other packages as required
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 will have a deeper understanding, and a more independent application, of the research theory and techniques.

Supervisor/Delegate Signature:		Date:	
Printed Name:		Uni ID:	

References:

[General Staff Classification Descriptors](#)



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Position Description

Position Details

College/Div/Centre	FSES	Dept/School/Section	Sustainable Farms
Position Title	Senior Administration Officer	Classification	ANU Officer 6/7 (Admin)
Position No.	TBC	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

- 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 checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	electricity	<input type="checkbox"/>	<input type="checkbox"/>
driving a vehicle	<input checked="" 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/	<input type="checkbox"/>	<input type="checkbox"/>	clinical specimens, including blood	<input type="checkbox"/>	<input type="checkbox"/>
carcinogens			genetically-manipulated specimens	<input type="checkbox"/>	<input type="checkbox"/>
pesticides / herbicides	<input type="checkbox"/>	<input type="checkbox"/>	immunisations	<input type="checkbox"/>	<input type="checkbox"/>
OTHER POTENTIAL HAZARDS (please specify):					

Supervisor's Signature:		Print Name:		Date:	
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