

Position Description

College/Division:	ANU College of Asia and the Pacific
Faculty/School/Centre:	Crawford School of Public Policy
Department/Unit:	Australia Pacific Security College
Position Title:	Operations Manager
Classification:	ANU Senior Manager 1
Position No:	30629
Responsible to:	APSC Director
Number of positions that report to this role:	3
Delegation(s) Assigned:	D6

PURPOSE STATEMENT:

The ANU College of Asia and the Pacific (CAP) leads intellectual engagement with the Asia-Pacific region through research, education and contributions to public debate, and seeks to set the international standard for scholarship concerning the region.

Crawford School of Public Policy is located within the ANU College of Asia and the Pacific and is the public policy school at the Australian National University. The School's approach to public policy draws upon disciplinary excellence in the core areas of economics, government, environment and development, and also deep geographical knowledge of Asia and the Pacific, including Australia.

The Australia-Pacific Security College is located within Crawford School. As a joint initiative of the Australian Government and the Australian National University, the APSC works to support the Pacific region's capacity to collectively address shared security challenges. The APSC has a flexible operational footprint delivering a range of predominantly face-to-face activities across the region, including training and professional development, workshops, mentoring and alumni networks, research, secondments, seminars and conferences to complement existing bilateral agency-agency operational training already being delivered across the Pacific region.

The Operations Manager manages the APSC's broad range of activities in Australia and the region. The Operations Manager is responsible for supervising APSC professional staff and will support the APSC's core leadership team (Director and Deputy Directors) in relation to all operation aspects of the APSC activities. The Operations Manager works closely with technical and professional staff within and outside of Crawford School with expertise relevant to the APSC, and with external stakeholders in Australia and the Pacific region, to coordinate the APSC's activities and to enhance the APSC reputation.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

The Operations Manager will work under the direction of the APSC Director, liaising directly with the School Manager, partners, supporters and stakeholders of the Project. The Operations Manager will work closely with internal and external stakeholders, with responsibility for overseeing the Project's activities and objectives. The Operations Manager will be supported by an Administration Coordinator and Senior Finance Officer.

Role Statement:

Under broad direction of the APSC Director, and responsive to the School Manager, the Operations Manager will:

1. Provide high-quality contract management for the APSC, ensuring and monitoring contract compliance and leading the financial and narrative reporting for the APSC.

2. Lead the development and implementation of the APSC Milestone Contract documents, including establishing and implementing processes to ensure all APSC staff are provided with formal training in the systems and procedures set out in the Operations Manual and comply with the Operations Manual.
3. Provide high-level strategic and operational advice to APSC staff and affiliates regarding ANU policies and procedures, including managing and processing subcontractor contracts.
4. Support the APSC's core leadership team in developing and implementing Annual Work Plans plans that respond to priorities identified through regional consultations. The work plans are anticipated to involve a range of activities – training workshops, technical inputs, research capacity-building activities, alumni and security official networking activities – to be delivered in Australia and across the Pacific Islands region.
5. Manage the APSC's core team of professional staff, particularly those working on the administration of the APSC's activities and the Marketing Team. Support the APSC Executive in managing HR matters for the whole APSC team.
6. Coordinate secretariat services to be provided to the APSC's external, high-level Advisory Board.
7. Serve as the central contact point for the Department of Foreign Affairs and Trade in relation to daily management of the APSC and manage the operational relationships between the ANU's affiliated partners in the APSC.
8. Facilitate strong internal communications and coordination between APSC staff and partners, and liaise with Australian government officials and those from the region, bilateral and multilateral donors, non-government organisations (NGOs), private-sector bodies, and other stakeholders in relation to the APSC's work.
9. Oversee the correct use of branding in all APSC materials and the APSC's website.
10. Comply with all ANU policies and procedures, in particular those relating to work health and safety and equal opportunity.
11. Perform other duties as requested, consistent with the classification level of the position and in line with the principle of multi-skilling.

SELECTION CRITERIA:

1. Substantial relevant management experience in a University or comparable complex environment, particularly in one or more of the following areas: planning, leadership, supervision, marketing, policy development, project management, or research management. Postgraduate qualifications in management or accounting would be an advantage.
2. Substantial experience in the preparation and management of reports and budgets, financial forecasting, monitoring and analysis and presenting key findings to management.
3. Demonstrated ability to supervise an effective team, which provides consistent, high quality operational research to internal and external stakeholders.
4. Demonstrated ability to support the strategic planning process and to implement and report on strategic activities using organisational, analytical, evaluative and problem analysis and resolution skills.
5. Demonstrated high level of written, oral and interpersonal skills, including strong negotiation and presentation skills and the ability to establish and maintain professional working relationships.
6. A demonstrated high level of achievement in relation to incorporation of EO understanding of equal opportunity principles 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.

References: [Professional Staff Classification Descriptors](#)

 Australian National University	<h1>Pre-Employment Work Environment Report</h1>
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Position Details

College/Div/Centre	ANU College of Asia and the Pacific	Dept/School/Section	Crawford School of Public Policy
Position Title	Operations Manager	Classification	ANU SM1
Position No.	531846	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 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 type="checkbox"/>	<input checked="" 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):					

Supervisor's Signature:		Print Name:	Nick Walsh	Date:	19/7/2019
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