Australian National University

Position Description

College/Division:	Office of the Vice-Chancellor, Global Engagement
Faculty/School/Centre:	
Department/Unit:	Sir Roland Wilson Foundation
Position Title:	Program Coordinator – Pat Turner Indigenous Scholarship program
Classification:	ANU Officer Grade 6/7 (Administration)
Position No:	
Responsible to:	Program Manager, Sir Roland Wilson Foundation
Number of positions that report to this role:	0
Delegation(s) Assigned:	-

PURPOSE STATEMENT:

The role of the Sir Roland Wilson Foundation is to strengthen the relationship between the Commonwealth Public Service and the ANU by investing in developing the capability of APS staff and servicing the APS through partnerships with the ANU.
The SRW Pat Turner Scholarship Program offers Indigenous employees of the APS the opportunity to undertake postgraduate study at either ANU or Charles Darwin University (CDU) with the purpose of improving policy and leadership capabilities.

The Program Coordinator performs a critical role supporting the Pat Turner scholarship program (PTSP) design, implementation and management, administration, and liaison activities associated with PTSP and Foundation priorities. The Program Coordinator provides high level, strategic support across the PTSP and other activities of the Foundation, including preparing documentation and stakeholder communications and engagement. This role will also include coordinating meetings and events across the PTSP and, at times, across other key Foundation activities.

KEY ACCOUNTABILITY AREAS:
Position Dimension & Relationships:

The Program Coordinator will work closely with the Foundation Manager and Executive Director. Extensive stakeholder communication will be required via face-to-face, telephone, email and other communication channels. Excellent collaboration skills and high-level client service and support will be necessary with a variety of stakeholders at all levels.

The Program Coordinator works closely with the other members of the Foundation and collaboratively with members of the ANU and APS agencies. They also liaise with, and provide support to, a variety of external stakeholders.
The Program Coordinator will also provide additional support to other Foundation staff to manage peak workloads and for ad hoc projects.

Role Statement:

Under the direction of the Foundation Manager, the Program Coordinator will:
- Undertake activities relating to scoping new or proposed projects within the Pat Turner scholarship program, including research, process and impact assessments, initiating stakeholder engagement and development of proposals, implementation plans and evaluation strategies.
- Contribute to the development and implementation of all relevant project management artefacts, assist to establish, maintain and support appropriate governance arrangements, monitor and report on project progress (including budgeting) in accordance with best practice project management methodologies and standards.
- Provide support to the Foundation Manager and the Executive Director during various phases of projects, providing advice on strategy, content and project management.

- Coordinate project related administration including meetings, development of papers, follow-up correspondence and records management.
- Establish and maintain effective relationships with academic staff and the broader Indigenous community, including Commonwealth agencies, delivering high quality client services and fostering collaboration on the Pat Turner scholarship program.
- 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 accordance with the principle of multi-skilling.

SELECTION CRITERIA:

1. Degree qualification with relevant experience in program management. Previous experience coordinating Indigenous policy or programs would be highly regarded.

2. Excellent organisation, administration and planning skills, attention to detail and demonstrated initiative to ensure project activities are taken through to their successful conclusion.

3. Excellent interpersonal and communication skills, both written and oral, including the ability to consult and liaise effectively with a diverse range of people and draft project documentation.

4. Demonstrated ability to work flexibly, independently, and within a team environment, using initiative and judgement.

5. Demonstrated analytical and problem-solving skills and a high degree of attention to detail, with a proven ability to use initiative, investigate issues, collect and analyse information and to make influential recommendations on solutions.

6. Highly developed computer skills in Microsoft Office applications.

7. A demonstrated level of understanding of equal opportunity principles and a commitment to their application in a university context.

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

References:

General Staff Classification Descriptors

Academic Minimum Standards

For assistance please contact HR Division Ph. 6125 3346

Pre-Employment Work Environment Report

Australian National University

Position Details

College/Div/Centre		Dept/School/Section	Sir Roland Wilson Foundation
Position Title	Project Officer	**Classification**	ANUO6/7
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

- 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:	