



**Australian  
National  
University**

## Position Description

<b>College/Division:</b>	Office of the Vice-Chancellor
<b>Faculty/School/Centre:</b>	Portfolio of the Pro-Vice-Chancellor (University Experience)
<b>Department/Unit:</b>	
<b>Position Title:</b>	Tuckwell Scholarship Program Director
<b>Classification:</b>	Senior Manager Level 1
<b>Position No:</b>	21943
<b>Responsible to:</b>	
<b>Number of positions that report to this role:</b>	1
<b>Delegation(s) Assigned:</b>	D8

### PURPOSE STATEMENT:

The Tuckwell Scholarship Program Director is responsible for the day to day operation and management of the Tuckwell Scholarship Program, including leadership on the design and implementation of Scholar House initiatives, marketing the program domestically, transitioning students to the University, including being the first point of contact for students on advice and support; and ensuring the efficient and effective management of the program.

### KEY ACCOUNTABILITY AREAS:

#### Position Dimension & Relationships:

This position reports to the Pro Vice-Chancellor (University Experience), and works in close liaison with the Head of Scholars House, Tuckwell Fellows, and Colleges and Divisions of the University. The Tuckwell Scholarship Program Director will lead the planning and coordination of the activities associated with the Tuckwell Scholarship Program, provide high-level advice and support on the operation and promotion of the program.

The Program Director will support the transition of the Tuckwell Scholars into the University and continue to support their academic and personal development during the course of their scholarships.

#### Role Statement:

##### Under the Broad direction of the Pro Vice Chancellor (University Experience);

- Provide a significant contribution to the Head of Scholars House and Tuckwell Fellows on the planning, coordination and delivery of activities and social and academic events for Scholars, including the annual camp, Commencement Weekend and academic dinners.
- Deliver effective and efficient administration of the program including the administration of Scholars selection process, including the Interview Weekend, and all aspects of the operational management of Scholars House.
- Lead the fostering of a community spirit amongst Scholars and develop an ongoing strong alumni affinity.
- Provide a high level of knowledge and understanding of the needs of the Scholars and provide timely and appropriate advice and support
- Lead a collaborative and close dialogue with the Head of Scholars House on Scholars' progress and academic and pastoral issues
- Co-ordinate formal reporting to the Tuckwell Board of Trustees
- Oversee the transition of new scholars including a smooth arrival of and allocation of accommodation to new Scholars.
- Lead and supervise staff and teams of up to 30 volunteers supporting the Program.
- Significantly contribute to awareness raising and representation of the Program to external parties including

schools, teachers and prospective students and their families and the media

- Lead the development of an effective and accessible database of schools, contacts and visits and coordinate effective media and marketing plans.
- Lead and deliver the program documentation and reports including the website, annual magazine (The Bell), articles for school newsletters / emails to students & parents
- Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity

## SELECTION CRITERIA:

1. Postgraduate qualification with management expertise and relevant experience, or an equivalent combination of experience and training. Experience in student-facing tertiary education roles will be highly regarded.
2. Demonstrated experience in planning, implementing and managing significant projects with complex requirements in a timely manner.
3. Demonstrated experience in relationship management with a diverse range of stakeholders, and experience of acting with diplomacy and discretion when dealing with sensitive and confidential issues.
4. Demonstrated capacity to provide leadership in a complex and evolving environment, including the ability to contribute to strategic planning.
5. Demonstrated high level interpersonal and communication skills, both written and oral, including demonstrated experience communicating effectively with a range of audiences, and proven experience producing management documents.
6. Well-developed computer skills, including experience in the use of online data management and reporting systems and proficiency in the Microsoft Office suite of programs.
7. A demonstrated high level understanding of equal opportunity principles and a commitment to the application of EO policies in a university context.

<b>Supervisor/Delegate Signature:</b>		<b>Date:</b>	
Printed Name:		<b>Uni ID:</b>	

## References:

[General Staff Classification Descriptors](#)

[Academic Minimum Standards](#)



# Pre-Employment Work Environment Report

## Position Details

<b>College/Div/Centre</b>		<b>Dept/School/Section</b>	
<b>Position Title</b>	Tuckwell Scholarship Program Director	<b>Classification</b>	SM1
<b>Position No.</b>		<b>Reference No.</b>	

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](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](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](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 type="checkbox"/>	<input type="checkbox"/>	electricity	<input type="checkbox"/>	<input type="checkbox"/>
driving a vehicle	<input type="checkbox"/>	<input type="checkbox"/>			
<b>NON-IONIZING RADIATION</b>			<b>IONIZING RADIATION</b>		
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"/>			
<b>CHEMICALS</b>			<b>BIOLOGICAL MATERIALS</b>		
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):**

<b>Supervisor's Signature:</b>		<b>Print Name:</b>		<b>Date:</b>	
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