



Australian
National
University

Position Description

College/Division:	College of Science
Faculty/School/Centre:	College Administration
Department/Unit:	International Relations and Partnerships
Position Title:	Regional Coordinator, International Relations and Partnerships
Classification:	ANU Officer 6/7 (Administration)
Position No:	TBC
Responsible to:	Manager, International Relations and Partnerships
Delegation(s) Assigned:	D8

PURPOSE STATEMENT:

The International Relations and Partnerships (IRP) team within the College of Science (CoS) and College of Health & Medicine (CHM) develops and manages the Colleges' international relations and partnerships with international institutions. It delivers on CoS' & CHM's international institutional engagement plans by developing and coordinating collaborative academic and research programs, mobility programs (inbound and outbound), international institutional agreements and international visits/delegations. IRP also develops and delivers strategic international initiatives/partnerships and provides strategic expert advice to stakeholders across CoS & CHM. The Regional Coordinator, International Relations and Partnerships performs a broad range of activities in support of the CoS & CHM international strategy, relationship development and institutional partnerships. It proactively develops international relationships with institutions, government, and other organisations in an assigned geographical region.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

The International Relations and Partnerships (IRP) function within CoS & CHM administration aligns its work with the University's strategic priorities as a national institution committed to excellence in research, education, and contribution to public policy development. IRP focuses on identifying, developing, and maintaining international relationships and institutional partnerships that increase CoS' & CHM's global footprint and enables the College to expand international engagement to have a global impact. Working to support the objectives of the CoS & CHM, members of the IRP integrate values of leadership, collaboration, resilience, approachability, flexibility in problem solving, respect and inclusiveness, adaptability and reliability into their actions and management of their relationships with staff and students within the College, across ANU, and to the community both nationally and internationally.

The Regional Coordinator – International Relations and Partnerships leads the development of international relationships for an assigned geographical region. The position works closely and collaboratively with senior leadership, CoS & CHM Research Schools and other academic and administrative stakeholders across CoS, CHM and ANU. It will increase CoS' & CHM's engagement in the defined international region, deliver on strategic initiatives, develop, and strengthen networks and partnerships and position CoS & CHM as preferred knowledge and research partners.

Role Statement:

Under broad direction, the Regional Coordinator, International Relations and Partnerships will:

1. Develop and coordinate international institutional partnerships and relationships in the specified region of responsibility; underpinned by careful analysis of opportunities and strategic planning, and in accordance with policies, procedures, guidelines, and legislative requirements.
2. Build strong relationships with both internal and external stakeholders, understand their international engagement priorities and contribute to plans and strategies to achieve internationalisation goals of CoS & CHM and the constituent Research Schools.
3. Coordinate development, maintenance, and review of region-specific strategies and plans; international partnership agreements; and, provide regular market briefings and reports on strategic projects, market intelligence, trends and opportunities.
4. Manage incoming and outgoing international delegations, including development of plans, agendas, briefing materials, facilitating relevant correspondence with internal and external stakeholders, implementing work plan for outgoing travel including rationale, coordination of meetings, logistics and tactical advice.

5. Coordinate engagement with institutional partnership students and staff and coordination of events and activities locally and internationally.
6. Supervise junior team members, including coaching, mentoring, skill development and feedback on performance, supporting timely and high-quality delivery of CoS & CHM objectives.
7. Liaise and build networks with staff within the College of Science and the wider ANU community, providing strategic and expert advice to clients internal and external to the University.
8. Perform other duties as requested, consistent with the classification level of the position and in line with the principle of multi-skilling.
9. Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity.

SELECTION CRITERIA:

1. A degree in a relevant field and subsequent relevant experience in a complex environment, or an equivalent combination of experience and/or education/training. Experience working in the international higher education environment, preferably in an international relationships or partnerships capacity, will be highly regarded. Proficiency in Bahasa Indonesia language is highly desirable.
2. Sound understanding of the international higher education sector in particular international relationships, institutional partnerships, joint university programs and stakeholder engagement. Project and event coordination experience is required.
3. Demonstrated experience in undertaking qualitative and quantitative research and analysis and producing reports, briefing materials, policies and presentations, conveying complex issues concisely and clearly, for a range of audience including senior management.
4. Demonstrated high-level interpersonal skills with experience liaising with external agencies including overseas organisations, and demonstrated relationship development capabilities with exceptional skills in cross-cultural communication.
5. Proven supervisory and organisational skills with ability to prioritise multiple projects, and to work effectively both independently and collaboratively to meet deadlines and deliver high quality outcomes.
6. Highly developed computer skills, including proficiency using the MS Office suite and experience with online data management and communication platforms.
7. 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 broad banded in this stream. It is expected that at the higher levels within the broadband occupants, through experience, will have developed skills and expertise enabling them to more independently perform the full range of duties at a higher level, and that more time will be spent on the more complex functions of the position.

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.

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

References:

[General Staff Classification Descriptors](#)

[Academic Minimum Standards](#)



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Pre-Employment Work Environment Report

Position Details

College/Div/Centre	College of Science	Dept/School/Section	College Administration – International Relations and Partnerships
Position Title	Regional Coordinator, International Relations and Partnerships	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 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:	
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