



Australian  
National  
University

## Position Description

<b>College/Division:</b>	Planning and Service Performance Division
<b>Department/Unit:</b>	Performance and Institutional Research
<b>Position Title:</b>	Associate Director, Performance & Institutional Research
<b>Classification:</b>	Senior Manager 2
<b>Position No:</b>	36061
<b>Responsible to:</b>	Director – Planning and Service Performance
<b>Number of positions that report to this role:</b>	2
<b>Delegation(s) Assigned:</b>	Supervisor

### PURPOSE STATEMENT:

The Associate Director, Performance & Institutional Research is responsible for the leadership and management of a program of work around researching, improving, monitoring and reporting on University performance. The Associate Director will work with senior officers of the University to ensure the University's education, research and other institutional performance objectives are realised and the University's obligations regarding governance and accountability are met.

### KEY ACCOUNTABILITY AREAS:

#### Position Dimension & Relationships:

Under the broad direction of the Director, the Associate Director will provide institutional research methodology and practice advice and oversight, direction, strategic performance analysis, monitoring, benchmarking and reporting to ensure the University meets objectives under the ANU strategic plan. The position will also support senior management and other service division stakeholders in their institutional performance analysis and reporting requirements. Overall the Associate Director will be responsible for activities associated with ,strategic performance analysis, Uniforum. benchmarking studies and rankings and institutional research functions and performance.

#### Role Statement:

- Lead and provide high-level institutional research methodology and practice advice, strategy, and outcomes through provision of information and business insight using social research techniques, especially surveys and focus groups, research performance, especially citation performance, and specialist rankings expert to ensure the measurement and improvement of institutional performance.
- Lead the development and implementation of special projects involving specialist research and detailed analysis.
- Providing high quality, efficient and authoritative advice and services, associated with complex performance issues.
- Manage the responsiveness and secure delivery of one off data requests to stakeholders across the University, including senior executive, media, external and internal stakeholders
- Provide oversight of service performance reporting and Uniforum data collection and analysis
- Developing and enhancing assessment and evaluation of competitor activity, including lead and lag indicators of market share and demand
  - Developing, implementing and evolving the University's rankings strategy and Oversee the preparation of the University submissions to ranking agencies
  - Support assessment of the University's research performance providing specialist analysis of research indicators, particularly citations and highly cited researchers
- Build and maintain constructive customer focused liaison with specialist service providers and external ranking agencies, and management of relationships with key stakeholders on campus, including University Executive, Colleges, and Service Divisions.

- Undertake individual and/or leading others to develop new policies and better governance practices to drive improved individual and institutional performance.
- Foster and develop a positive and productive team environment, contributing to the effective management and service improvement of the Division and the University more generally, including modelling leadership behaviours.
- Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity.
- Other duties and projects as consistent with the classification of the position and in line with the principles of multi-skilling.

### SELECTION CRITERIA:

1. Postgraduate qualification (or equivalent) in a relevant discipline related to social research, statistics, performance, governance, and/or risk management with relevant experience and proven expertise in the management of significant human and material resources or an equivalent combination of experience and training. Membership of a relevant professional association is highly desirable.
2. Sound judgement and a proven ability to provide leadership in a large, complex organisation and to manage and influence resources to successfully deliver programs of work using an innovative approach
3. An extensive knowledge and understanding of contemporary University funding and performance.
4. Demonstrated ability to think and act strategically in the development and implementation of innovative better practice initiatives within a large, complex organisational environment, preferably in the higher education sector.
5. Demonstrated ability to collaborate, engage and influence stakeholders and an ability to assess complex matters and provide authoritative advice to senior managers and develop efficient services to meet identified needs.
6. Highly developed institutional research, problem solving, change management, consulting, interpersonal, report writing, time management and project management skills.
7. A demonstrated high level of achievement in relation to incorporation of EO principles into strategic planning and the capacity to accept responsibility for achievement of equity and diversity strategies 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.*

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

### References:

[General Staff Classification Descriptors](#)

[Academic Minimum Standards](#)

	<b>Australian National University</b>	<h1 style="margin: 0;">Pre-Employment Work Environment Report</h1>
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**Position Details**

<b>College/Div/Centre</b>	Planning and Service Performance	<b>Dept/School/Section</b>	
<b>Position Title</b>	Associate Director – Performance and Institutional Research	<b>Classification</b>	Senior Manager 2
<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**

<ul style="list-style-type: none"> <li>• Please indicate whether the duties associated with appointment will result in exposure to any of the following potential hazards, either as a <b>regular</b> or <b>occasional</b> part of the duties.</li> </ul>			
<b>TASK</b>	<b>regular</b>	<b>occasional</b>	
key boarding	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
lifting, manual handling	<input type="checkbox"/>	<input type="checkbox"/>	
repetitive manual tasks	<input type="checkbox"/>	<input type="checkbox"/>	
catering / food preparation	<input type="checkbox"/>	<input type="checkbox"/>	
fieldwork & travel	<input type="checkbox"/>	<input type="checkbox"/>	
driving a vehicle	<input type="checkbox"/>	<input type="checkbox"/>	
<b>NON-IONIZING RADIATION</b>			
solar	<input type="checkbox"/>	<input type="checkbox"/>	
ultraviolet	<input type="checkbox"/>	<input type="checkbox"/>	
infra red	<input type="checkbox"/>	<input type="checkbox"/>	
laser	<input type="checkbox"/>	<input type="checkbox"/>	
radio frequency	<input type="checkbox"/>	<input type="checkbox"/>	
<b>CHEMICALS</b>			
hazardous substances	<input type="checkbox"/>	<input type="checkbox"/>	
allergens	<input type="checkbox"/>	<input type="checkbox"/>	
cytotoxics	<input type="checkbox"/>	<input type="checkbox"/>	
mutagens/teratogens/	<input type="checkbox"/>	<input type="checkbox"/>	
carcinogens	<input type="checkbox"/>	<input type="checkbox"/>	
pesticides / herbicides	<input type="checkbox"/>	<input type="checkbox"/>	
<b>TASK</b>	<b>regular</b>	<b>occasional</b>	
laboratory work	<input type="checkbox"/>	<input type="checkbox"/>	
work at heights	<input type="checkbox"/>	<input type="checkbox"/>	
work in confined spaces	<input type="checkbox"/>	<input type="checkbox"/>	
noise / vibration	<input type="checkbox"/>	<input type="checkbox"/>	
electricity	<input type="checkbox"/>	<input type="checkbox"/>	
<b>IONIZING RADIATION</b>			
gamma, x-rays	<input type="checkbox"/>	<input type="checkbox"/>	
beta particles	<input type="checkbox"/>	<input type="checkbox"/>	
nuclear particles	<input type="checkbox"/>	<input type="checkbox"/>	
<b>BIOLOGICAL MATERIALS</b>			
microbiological materials	<input type="checkbox"/>	<input type="checkbox"/>	
potential biological allergens	<input type="checkbox"/>	<input type="checkbox"/>	
laboratory animals or insects	<input type="checkbox"/>	<input type="checkbox"/>	
clinical specimens, including blood	<input type="checkbox"/>	<input type="checkbox"/>	
genetically-manipulated specimens	<input type="checkbox"/>	<input type="checkbox"/>	
immunisations	<input type="checkbox"/>	<input type="checkbox"/>	
<b>OTHER POTENTIAL HAZARDS (please specify):</b>			

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