

## Position Description

<b>College/Division:</b>	ANU College of Science
<b>Faculty/School/Centre:</b>	Research School of Physics
<b>School / Unit:</b>	Zero-Carbon Energy for the Asia-Pacific Grand Challenge
<b>Position Title:</b>	Business Manager
<b>Classification:</b>	ANU Officer 8 (Administration)
<b>Position No:</b>	
<b>Responsible to:</b>	Chief Operations Officer
<b>Number of positions that report to this role:</b>	0
<b>Delegation(s) Assigned:</b>	TBC

### BACKGROUND: ZERO-CARBON ENERGY FOR THE ASIA-PACIFIC

The Australian National University is a global university that consistently ranks among the world's finest. Its unparalleled intellectual capacity is reflected in 95% of its research output being ranked above world standard. This research excellence contributes to the social, economic and human capital of the nation.

The ANU Grand Challenge Scheme is a program that calls on researchers to identify a problem or challenge that research can address. What's unique about the program is the way it seeks to bring people together from all across the University to bring new perspectives to a major challenge confronting society.

The winner of the second round of this scheme, announced in 2018, is *Zero-Carbon Energy for the Asia-Pacific* (ZCEAP). ZCEAP is an interdisciplinary programme that has researchers located across the ANU. It will push the frontiers that will change the way Australia trades with the world - based on the nation's abundant renewable energy resources – and will create the knowledge base to underpin the transformation to zero-carbon export of electricity, fuels, products and capabilities.

### PURPOSE STATEMENT

The Business Manager provides high-level support to the Chief Operations Officer to ensure effective and efficient development and implementation of planning documents, assisting with strategic projects aimed at maximising programme performance and overseeing the day-to-day administrative operations of the programme.

### KEY ACCOUNTABILITY AREAS

#### Position Dimension & Relationships:

The Business Manager oversees the programme's administration, being responsible for the day-to-day operational and administrative requirements of the programme, including: general administration, human resources and financial support to the team, working in partnership with ANU Central and College functional teams. The Business Manager also supports the Chief Operations Officer in the management of strategic projects and provides support for various programme committees, ensuring action items are followed-up and completed.

They will be required to consult and liaise with a variety of stakeholders including staff, students and visitors and work in partnership with team members and with colleagues across the College and University Central Services.

#### Role Statement:

Under broad direction, the Business Manager will:

1. Provide high level support to the Chief Operations Officer in the development, implementation and monitoring of programme initiatives, data collection, analysis and reporting to inform discussion papers and executive briefs on key issues.

2. Provide financial management and planning support, including budgeting, monitoring expenditure and resource allocation by analysing the programme's requirements and strategic priorities and making recommendations to the Chief Operations Officer on various financial aspects.
3. Provide HR support including the management of recruitment of secondees, academic and professional staff.
4. Provide secretariat support to various committees, including the preparation of papers, agenda development, minute-taking, and following-up on agreed action items, drafting reports and regularly reporting on committee outcomes.
5. Provide operational support and management for new and ongoing projects, including functional reviews and the implementation of recommendations, contributing to the development of performance indicators and dashboards to measure, report on and improve the programme's performance and preparing and circulating regular and ad-hoc reports.
6. Develop a close working relationship with College and University administrative teams to achieve efficiencies and streamlining of procedures, and represent the programme on committees as required.
7. Promote programme interests and linkages with the University and external agencies, and coordinate and implement appropriate marketing and communication strategies including the development of web content, contributions to the annual report and outreach materials.
8. Comply with all ANU policies and procedures, in particular those relating to work health and safety and equal opportunity.
9. 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. Progress towards relevant postgraduate qualifications and demonstrated extensive experience in a complex environment or an equivalent combination of extensive relevant experience and education/training. Professional training will be highly regarded, as will experience in higher education.
2. Proven ability to provide strategic advice to support senior management and experience in managing the implementation of policies, procedures and strategic initiatives, including the relevant reporting on such initiatives. Knowledge of the ANU practices in the area of research and contract management will be advantageous.
3. Demonstrated analytical, problem-solving and decision-making skills and experience in retrieving and analysing data from multiple sources.
4. Proven ability to strategically prioritise workloads and use sound judgement in decision making. A demonstrated ability to take innovative approaches leading to process improvement and the achievement of strategic goals is also required.
5. High level of interpersonal and liaison skills with demonstrated effective communication skills and experience drafting executive reports and briefs.
6. Demonstrated computer skills with experience using online data management platforms and proficiency using the MsOffice suite. High-level skills in Excel and experience using Visio for complex business diagrams will be highly regarded.
7. A demonstrated high-level of understanding of equal opportunity principles and occupational health and safety and a commitment to their application in a university context.

<b>Supervisor</b>	Chief Operations Officer	<b>Date:</b>	
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## References:

[Professional Staff Classification Descriptors](#)