



## Position Description

College/Division:	ANU College of Asia and the Pacific
School/Centre:	Crawford School of Public Policy
Department/Unit:	Executive Education
Position Title:	<b>Manager, Executive Education</b>
Classification:	Senior Manager 1 (Administration)
Position No:	15328
Responsible to:	School Manager
Number of positions that report to this role:	1
Delegation(s) Assigned:	D6

### PURPOSE STATEMENT:

The ANU College of Asia and the Pacific (CAP) leads intellectual engagement with the Asia-Pacific region through research, teaching and contributions to public debate, and seeks to set the international standard for scholarship concerning the region.

Crawford School of Public Policy is a School within CAP and is Australia's premier public policy school, with recognised world-class expertise and experience in economics, political science, environmental management and development, and on key Asia-Pacific countries, especially China, Japan, Korea, Vietnam and Indonesia, as well as Australia.

Crawford School's Executive Education program provides professional learning experiences and tailored capability development interventions to a range of key public and private sector markets in Australia and overseas. The Manager, Executive Education will manage the key activities of the Executive Education program, including the development and delivery of professional programs.

### KEY ACCOUNTABILITY AREAS:

#### Position Dimension & Relationships:

The Manager, Executive Education coordinates the design of executive education courses and course materials, manages those courses to the highest standards, to ensure courses remain at the leading edge of practice in the subject area. Working under the direction of the School Manager, the Manager, Executive Education is responsible for building and maintaining effective professional relationships and networks within the ANU and across a range of key external stakeholders with responsibility for overseeing the activities and objectives of the school's professional development program.

#### Role Statement:

Under the broad direction of the School Manager, the Manager Executive Education will:

- Manage the objectives of the school's professional development program, including developing the business and liaising with internal and external partners and stakeholders such as academic subject matter specialists, public servants and other experts to collaboratively develop high-quality programs.
- Establish and manage relationships with industry, government and the wider educational community.
- Lead and coordinate the creation and delivery of executive education courses using innovative approaches to design, content development, teaching and facilitation that enhance participant's learning and program outcomes.
- Track and measure program results, evaluate impact, and provide recommendations for business models and strategic direction.
- Lead and manage the Executive Education team, including coaching, training, skill and career development, and managing staff performance.
- Provide effective management of allocated budgetary, operational and strategic tasks, and provide high-quality advice and reports to the School management, as required.
- Play a key role in School planning, policies and activities to achieve efficiencies and streamlining of procedures, and represent the School on College-wide committees as required.
- Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity.

**SELECTION CRITERIA:**

- Relevant postgraduate qualifications and extensive management experience in a comparable institution or environment preferably in one or more of the following areas: education, leadership, outreach and engagement, marketing and project management.
- Demonstrated experience in designing, developing, delivering and evaluating education programs.
- Substantial experience in the preparation and management of complex budgets and financial reports and experience writing business proposals.
- Demonstrated people management experience with an ability to coach and mentor staff, prioritise workloads and lead the team to deliver challenging objectives in a timely manner.
- Demonstrated high level of written, oral and interpersonal skills, including strong negotiation and consultation skills and the ability to establish and maintain professional relationships with internal and external stakeholders
- Demonstrated ability to manage competing priorities and a diverse range of complex projects in a timely manner with an ability to respond and adapt to work demands.
- A demonstrated high level of understanding of equal opportunity principles and a commitment to the application of EO policies 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.*

**References:**

[Professional Staff Classification Descriptors](#)



**Australian  
National  
University**

## Pre-Employment Work Environment Report

### Position Details

<b>College/Div/Centre</b>	ANU College of Asia and the Pacific	<b>Dept/School/Section</b>	Crawford School of Public Policy
<b>Position Title</b>	Manager, Executive Education	<b>Classification</b>	SM1
<b>Position No.</b>	15328	<b>Reference No.</b>	

In accordance with the Work Health and Safety Act 2011 (Cth) the University has a primary duty of care, so far as reasonably practicable, to ensure the health and safety of all staff while they are at work in the University.

- This form must be completed by the supervisor of the advertised position and appended to the back of the Position Description.
- This form is used to advise potential applicants of work environment and health and safety hazards prior to application.
- Once an applicant has been selected for the position they must familiarise themselves with the University WHS Management System via Handbook guidance <https://services.anu.edu.au/human-resources/health-safety/whs-management-system-handbook>
- The hazards identified below are of generic nature in relation to the position. It is not correlated directly to training required for the specific staff to be engaged. Identification of individual WHS training needs must be in accordance with WHS Local Training Plan and through the WHS induction programs and Performance Development Review Process.
- '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 regular or occasional 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"/>	
Organizing events	<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/ 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>			