



**Australian
National
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Position Description

College/Division:	ANU College of Asia and the Pacific
School/Centre:	Crawford School of Public Policy
Department/Unit:	Centre for Applied Microeconomic Analysis (CAMA)
Position Title:	Senior Project Officer
Classification:	ANU Officer Grade 6/7 (Administration)
Position No:	
Responsible to:	Director, CAMA
Number of positions that report to this role:	N/A
Delegation(s) Assigned:	N/A

PURPOSE STATEMENT:

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

Crawford School of Public Policy 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.

The Centre for Applied Macroeconomic Analysis (CAMA) in the Crawford School of Public Policy was established in 2003 with the goal to build strong links between professional macroeconomists. It provides a forum for quality research and discussion of policy issues between academia, government and the private sector. It is also the location of the ANU node of the ARC Centre of Excellence on Population Aging Research (CEPAR).

The Senior Project Officer provides high level support for the development of pilot projects, workshops, events, communications and regional profile building activities, as well coordinating the efficient day-to-day operations of CAMA. The position also coordinates the ANU activities in CEPAR.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

Reporting to the Director, CAMA, the Senior Project Officer ensures consistently high levels of professional and timely service delivery for projects and events organised through the Centre in accordance with School, College and University styles, policies and procedures. The Senior Project Officer is also responsible for the efficient and professional day to day operations of the Centre, including providing high level executive support to the Director; coordinating budgets and accounts; and assisting with routine administration.

Role Statement:

Under the broad direction of the Director, CAMA, the Senior Project Officer will:

1. Provide professional administrative support to the Centre including high level liaison with senior academic staff and government officials;
2. Play an important role in the organisation of events such as policy briefings, conferences and other research-policy communication events.
3. Provide high level executive support to the Director, CAMA: assisting with diary management, coordinating secondments from relevant Australian Government departments, scheduling meetings and responding to queries on the work of CAMA and CEPAR.

4. Manage the budget and financial reporting of CAMA and CEPAR, ensuring monies are spent in accordance with the endowment rules.
5. Coordinate a regular monthly review of accounts as well as providing support and analysis to the process of annual reporting to the Government.
6. Provide project support to new initiatives stemming from key policy areas, helping to identify opportunities and implement projects in close collaboration with the Australian Government.
7. Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity.
8. 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. Demonstrated experience in managing projects, events and communications in a university or similar complex environment, preferably in a field relevant to Australian and regional public policy. Relevant qualifications and training will be highly regarded as would experience in working with Government.
2. Proven ability to work independently as well as in a small team, using own initiative and judgement to manage a diverse portfolio of duties.
3. Demonstrated high level analytical, written and oral communication skills with ability to present information in a clear and concise manner to a wide range of audiences.
4. Demonstrated high level administrative skills, including report writing, event coordination and experience preparing and managing budgets and drafting complex documentation.
5. Demonstrated high level organisational ability to work with accuracy, set priorities and meet multiple deadlines within required timeframes.
6. 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 broadbanded 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.

References:

[Professional Staff Classification Descriptors](#)



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Pre-Employment Work Environment Report

Position Details

College/Div/Centre	ANU College of Asia and the Pacific	Dept/School/Section	CAMA
Position Title	Senior Project Officer	Classification	ANU06/7 (Admin)
Position No.		Reference No.	

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

Potential Hazards

<ul style="list-style-type: none"> 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	X	<input type="checkbox"/>	laboratory work	<input type="checkbox"/>	<input type="checkbox"/>
lifting, manual handling	<input type="checkbox"/>	<input checked="" 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"/>
Organizing events	<input type="checkbox"/>	<input checked="" 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"/>			
NON-IONIZING RADIATION			IONIZING RADIATION		
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"/>			
CHEMICALS			BIOLOGICAL MATERIALS		
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/ carcinogens	<input type="checkbox"/>	<input type="checkbox"/>	clinical specimens, including blood	<input type="checkbox"/>	<input type="checkbox"/>
pesticides / herbicides	<input type="checkbox"/>	<input type="checkbox"/>	genetically-manipulated specimens	<input type="checkbox"/>	<input type="checkbox"/>
			immunisations	<input type="checkbox"/>	<input type="checkbox"/>
OTHER POTENTIAL HAZARDS (please specify):					