



Australian  
National  
University

## Position Description

<b>College/Division:</b>	Division of Student Administration and Academic Services (DSAAS)
<b>Faculty/School/Centre:</b>	
<b>Department/Unit:</b>	Academic Standards and Quality Office (ASQO)
<b>Position Title:</b>	Senior Appeals and Integrity Officer
<b>Classification:</b>	ANUO6/7 (Administration)
<b>Position No:</b>	TBA
<b>Responsible to:</b>	Deputy Manager, Appeals and Integrity
<b>Delegation(s) assigned:</b>	TBA

### PURPOSE STATEMENT:

The Academic Standards and Quality Office (ASQO) contributes to the University's strategic objective to provide an excellent educational experience for its students through delivery of administrative functions which support the student and academic lifecycle, and has oversight of the student related rules, regulations and policies that support the ANU community. ASQO is responsible for delivering efficient and effective services to the ANU community in the critical areas of regulatory compliance and reporting, international student compliance, appeals and integrity, educational governance and policy management. The Senior Appeals and Integrity Officer oversees and supports the delivery of efficient and effective services to the ANU community in the critical areas of appeals and integrity (academic and disciplinary) matters and will help maintain a culture of respect, safety and wellbeing.

### Position Dimension & Relationships:

The Senior Appeals and Integrity Officer reports to the Deputy Manager, Appeals and Integrity and works closely with the immediate team, the Registrar (DSAAS), members of the University Executive, relevant staff in the Colleges and other central units to ensure timely and efficient delivery and/or resolution of matters relating to appeals and integrity (academic and disciplinary) matters.

### Role Statement:

Under the broad direction of the Deputy Manager, the Senior Appeals and Integrity Officer will:

1. Ensure compliance with University legislation, policies and procedures, and State, Federal, and International student related legislation (including but not limited to compliance with the Education Services for Overseas Students (ESOS) Act, the Higher Education Support Act (HESA), the Australian Qualifications Framework (AQF), Higher Education Standards Framework (Threshold Standards) (HESF), and the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS)).
2. Preparing reports, briefings, submissions and other communications to the University Executive, and academic and professional staff regarding University legislation, policy, procedures and business processes, and government legislation and initiatives.
3. Ensure effective liaison with internal and external stakeholders including other teams within the Division of Student Administration and Academic Services, other service Divisions, ANU Colleges, other Higher Education providers, and relevant Australian Government departments.
4. Maintain an up to date knowledge of industry standards of the higher education sector in relation to the role.
5. Provide interpretation, advice and decisions on requests for information from internal and external stakeholders.
6. Assist with the development and delivery of training to small groups within the university.
7. Initiate, develop and improve ASQO practices and processes, through continuous process improvement and best practice customer service.
8. Comply with all ANU policies and procedures, and 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. A relevant degree with demonstrated relevant experience in an administrative role in a complex environment or an equivalent combination of extensive relevant experience and education/ training.
2. Demonstrated understanding and experience in interpreting and providing advice about complex legislative and policy issues to a wide range of stakeholders, including the provision of advice on University legislation, policies and procedures.
3. Demonstrated understanding and strong commitment to high quality customer service and organisational skills, including the ability to prioritise workloads and to work effectively both independently and as part of a team, meeting deadlines and delivering high quality outcomes.
4. Demonstrated analytical and problem-solving skills, with a proven ability to use initiative, investigate issues, collect and analyse information to monitor performance and to make evidence based recommendations for improvement.
5. Demonstrated high level interpersonal and communication skills, including the ability to consult and liaise effectively with a diverse range of people in a culturally diverse environment, dealing efficiently and tactfully with sensitive and confidential matters.
6. Highly developed computer skills and proficiency using the MsOffice suite with experience producing business correspondence, reports and meeting papers.
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.*

<b>Delegate Signature:</b>		<b>Date:</b>	
Printed Name:	Scott Pearsall	<b>Position:</b>	Registrar, Student Administration

**References:**

[General Staff Classification Descriptors](#)

[Academic Minimum Standards](#)

# Pre-Employment Work Environment Report

## Position Details

<b>College/Div/Centre</b>	Division of Student Administration and Academic Services	<b>Dept/School/Section</b>	Academic Standards and Quality Office (ASQO)
<b>Position Title</b>	Senior Appeals & Integrity Officer	<b>Classification</b>	ANUO 6/7 Administration
<b>Position No.</b>	TBA	<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 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 and health and safety hazards 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 <https://services.anu.edu.au/human-resources/health-safety/measurement-and-evaluation/monitoring-testing>
- 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 <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 checked="" 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>			

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