

ANU wants you

INFORMATION FOR
PROSPECTIVE CANDIDATES

**School Manager, School of
Engineering**

ANU COLLEGE OF
ENGINEERING AND COMPUTER SCIENCE



Australian
National
University

Welcome to ANU

Thank you for considering the position of School Manager, School of Engineering at the Australian National University (ANU).

It gives me great pleasure to introduce the School of Engineering located within the College of Engineering and Computer Science at Australia's National University to you, as a prospective candidate for the newly created School Manager position.

ANU has embarked on a major initiative to reimagine the role of engineering and computing in the 21st century. Our world is increasingly interconnected and engineered systems and technologies are deeply embedded in our lives and societies. We believe the responsibility of engineers and computing experts in the 21st century is to bring together expertise on people, technological systems, and science to put technology at the service of creating a more sustainable, responsible, and safe world.

The College of Engineering and Computer Science is a dynamic, cross-disciplinary, and collaborative environment focussed on framing and solving the

most pressing National and Global challenges. Within the College, the School of Engineering is a new organisation, springing from foundations in systems, information, and renewable energy engineering at the ANU. It is a leading centre for research in renewable energy and related technologies, systems, control, and signal processing. Coupled with focussed growth in aerospace and environmental systems, there is a critical need to design, drive and sustain a fundamental program of strategic multi-disciplinary activities that will launch the new school. This is an opportunity to be part of a team to establish an innovative and forward-looking intellectual agenda, built on a diverse, inclusive culture.

The School Manager will play a critical role in building this new School; helping to design and implement new ways of working and engaging in the School, across the College and University, and with external stakeholders. If you would like to help us build the future, reach out.

Professor Christopher Kellett

Director, School of Engineering
ANU College of Engineering and Computer Science



Introducing ANU

INFORMATION FOR PROSPECTIVE CANDIDATES

ANU was established by an Act of the Federal Parliament in 1946. Its founding mission was to be of enduring significance in the post-war life of the nation, to support the development of national unity and identity, to improve Australia's understanding of itself and its neighbours, and to contribute to economic development and social cohesion. In the seven decades since, the University has cemented its unique national position and its standing as one of the world's finest institutions, validating the mandate and the faith of its founders.

Ranked in the top 25 universities globally, the first Australian university to be recognised in this elite tier, ANU continues to be an academic resource for the whole of Australia. The University can claim four of the seven Nobel prizes awarded for work undertaken in Australia alongside numerous other academic distinctions and innovations that have helped nurture the unique research culture for which our University is renowned.

Our focus on excellence in research and education ensures our graduates are in demand the world-over, and are well-prepared to address complex contemporary challenges. We encourage in them a leadership and service ethos which characterises ANU more broadly, framed by our responsibilities as a recipient of the National Institutes Grant from the federal government.

Among these responsibilities is to work to enhance Australian society in all parts of our nation. The land on which our campus stands has been a meeting place for hundreds of generations over thousands of years, a legacy and tradition we honour, celebrate and continue, particularly through our renewed partnership with Indigenous Australia.

Our physical campus environment defines much of the character of the ANU community. ANU is among the most residential universities in Australia. We will nurture this asset, and have made a strategic commitment to create an unrivalled campus environment.

At ANU, we are ambitious for our future, and for our nation's future. We will continue to strive to be the excellent institution Australians rightly expect their national university to be.

Our Vision

- > Contemporary ANU will sit among the great universities of the world, and be defined by a culture of excellence in everything that we do.
- > We will be renowned for the excellence of our research, which will be international in scope and quality, always measured against the best in the world. Our research investment will be strategic, taking a long-term view and focus on high-quality activities, high-impact infrastructure and areas of high national importance.
- > We will be renowned for the excellence of our undergraduate and graduate education: excellence in student cohort, excellence in teaching, excellence in student experience, and excellence in outcomes.
- > We will be renowned for the quality of the contribution our research and education make to societal transformation. We will identify emerging areas of need

for the nation and provide research and education that will equip Australia to cope with challenges not yet imagined.

- > ANU research, education and contributions to public policy-making will change Australia and change the world. It will have impact.

Our Values

- > We bring a distinctive excellence to our work and have the confidence to pursue original ideas.
- > We are inclusive, open and respectful, reflecting the diversity of our nation.
- > We are committed to integrity and ethical behaviour.
- > We value, enable, reward and celebrate collegiality.
- > We embrace informed risk-taking in pursuit of our objectives.
- > We are committed to better outcomes for our community, the environment, our nation and the world.
- > We are committed to the service of our nation, through original thinking and through courage in advancing our ideas.

Location

The University campus has over 200 buildings and occupies 145 hectares adjacent to the city centre of Canberra. The University also has a number of smaller campuses:

- > Mount Stromlo Observatory (west of Canberra)
- > Siding Spring Observatory (near Coonabarabran, western New South Wales)
- > North Australia Research Unit (Darwin, Northern Territory)
- > Kioloa (coastal campus near Bawley Point, on the New South Wales South Coast)
- > ANU Medical School – Canberra Hospital
- > ANU Medical School – Calvary Hospital
- > Health Facilities in South East New South Wales

Partnerships

The University has strong links with leading research institutions including the International Alliance of Research Universities:

- > ETH Zurich
- > National University of Singapore
- > Peking University
- > University of California, Berkeley
- > University of Cambridge
- > University of Cape Town
- > University of Copenhagen
- > University of Oxford
- > University of Tokyo
- > Yale University

Academic colleges

ANU has seven academic colleges, each housing the schools and research centres that contribute to various broad disciplines. The ANU Colleges link research and teaching at undergraduate, postgraduate and higher degree levels. They undertake globally significant research and provide education programs at the highest standards. Reflecting its national significance and multi-disciplinary nature, in addition to its seven colleges, ANU has established the National Centre for Indigenous Studies.



ANU College of Arts & Social Sciences

The ANU College of Arts and Social Sciences (CASS) is the research and education college for the broad disciplines of the creative arts, humanities and the social sciences. The College has two research schools: the Research School of Social Sciences and the Research School of Humanities and the Arts.

> cass.anu.edu.au

ANU College of Asia & the Pacific

The ANU College of Asia and the Pacific (CAP) hosts the largest assembly of scholars dedicated to working on Asia and the Pacific in the English-speaking world. The College comprises four Schools: the School of Culture, History and Language; the Coral Bell School of Asia Pacific Affairs; the Crawford School of Public Policy; and the School of Regulation and Global Governance (RegNet). The Australian Centre on China in the World is also based in the College.

> asiapacific.anu.edu.au

ANU College of Business & Economics

The ANU College of Business and Economics (CBE) seeks to advance knowledge through high quality education and research in the closely related areas of accounting, actuarial studies, business information systems, econometrics, economic history, economics, finance, international business, management, marketing and statistics. Its four Research Schools research and teach in these disciplines.

> cbe.anu.edu.au

ANU College of Engineering & Computer Science

The ANU College of Engineering and Computer Science (CECS) undertakes basic and applied research in information and communications technologies, materials and manufacturing, formal methods and logic, machine learning and vision, robotics and energy systems. CECS comprises of the School of Engineering, the School of Computing and the School of Cybernetics

> cecs.anu.edu.au

ANU College of Health & Medicine

The ANU College of Health and Medicine (CHM) works across the spectrum of medicine and health-related fields, working in partnership with the health sector at local, national and international levels. It comprises the ANU Medical School, the John Curtin School of Medical Research, the Research School of Psychology and the Research School of Population Health.

> chm.anu.edu.au

ANU College of Law

The ANU College of Law (CoL) is Australia's national law school, committed to legal research and education at the highest level, and to striving for continuous improvement in the law for the benefit of national and international communities.

> law.anu.edu.au

ANU College of Science

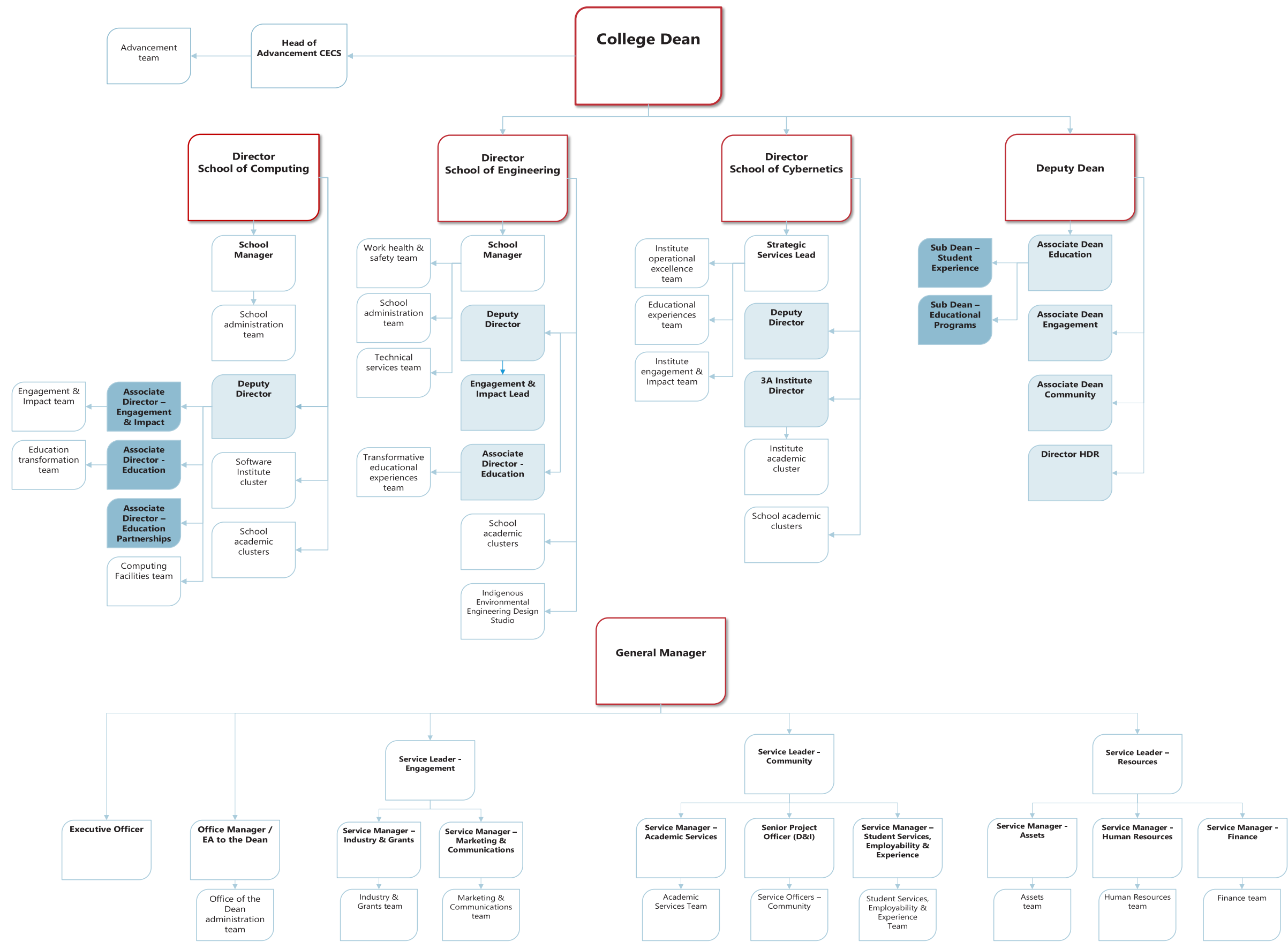
The ANU College of Science (CoS) focuses on scientific education and research of global importance, supported by extensive international networks and world class facilities. CoS includes the Research Schools of Physics; Earth Sciences; Chemistry; Astronomy and Astrophysics; and Biology. The Fenner School of Environment and Society, the Mathematical Sciences Institute, and the Australian Centre for the Public Awareness of Science are also within the CoS.

> cos.anu.edu.au



Further information can be found at
anu.edu.au/about/academic-colleges

ANU College of Engineering and Computer Science



The School Manager, School of Engineering

As the School Manager, School of Engineering you will provide both intellectual and managerial leadership to achieve the strategic objectives of establishing and maintaining a highly functional School.

This position will have overarching responsibility for creation, application and ongoing management of new organisational models in the School while leading and providing strategic direction to the workplace health and safety (WHS), school administration, and technical services teams.

Position Dimension & Relationships:

The position will report to the Director of the School of Engineering and, as relevant, will be responsible for relationships with industry, government and other academic and professional staff across the University.

In close collaboration with the School Leadership Team, the School Manager will develop, drive, and manage a high-functioning team, encompassing WHS, School Administration and Technical Services portfolios.

The School Manager is responsible for assisting the School of Engineering plan, procure, coordinate, and report progress and financials of the School set-up activities, under the overall Reimagine Strategic Intent. Under the guidance of the School Director, the position will undertake regular communication with relevant senior stakeholders from across the college and the university in relation to the program strategy and execution groups and tasks.

The School Manager is also expected to contribute cooperatively to the overall intellectual life of the School, College, and University.

Under the broad direction of the School Director and in co-ordination with the School Executive, the School Manager will;

- > Provide high-level strategic planning and significant intellectual and managerial leadership to support the strategic priorities and ongoing operation of the School of Engineering, with a focus on building high performing, service-orientated teams in the areas of workplace health and safety (WHS), school administration, and technical services.
- > Develop and manage the WHS, School Administration and Technical Support teams with a strong orientation to a collaborative and team-oriented culture, providing staff

with direction, support and mentoring to develop to their full potential, including oversight of a robust performance management framework.

- > Plan, deliver and oversee a fiscally responsible budget for the School in conjunction with the College Finance team.
- > In collaboration with the School Leadership Team, curate and facilitate the design, implementation, and iterative development of recruitment, research directions, educational offerings, external engagement and outreach, governance, and business strategies to enable the strategic agenda of the School.
- > Oversee the development, management, updating and ongoing review of the models and processes used for both project risk review and ongoing project management and implementation
- > As required by the Director, lead and support School, College, and University strategic initiatives and partnerships that require coordination and collaboration with international and local industry and Government partners, consultants, contractors, relevant authorities, and other university stakeholders and/or external stakeholders
- > Provide high level strategic advice and analysis, prepare project reports, complex briefing material, and general correspondence for internal and external purposes of project delivery and governance.
- > Advocate for and represent the School of Engineering in University initiatives, contributing strategic expertise and local area implementation, and collaborating in a range of activities, workgroups, and networks across the University, as required.
- > Comply with all ANU policies and procedures and in particular those relating to work health and safety and equal opportunity.
- > 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 expertise in managing and developing heterogenous teams, in a fast-moving, complex, highly collaborative environment, with a focus on output and delivery to aggressive milestones and limited budgets.

2. Demonstrated ability to attract, develop and retain high quality staff through direct mentoring and the development and implementation of professional development programs

3. A background in one of the disciplinary areas of the School (aerospace, electrical, environmental, or mechatronics engineering) would be advantageous but is not required. Experience within a University, industry, government, or start-up environment will be highly regarded.

4. Demonstrated ability to iteratively articulate strategic, operational, and administrative levels of activity to identify, develop, and implement integrated programmes of work that shape and contribute to advancing the strategic vision of an organisation.

5. Demonstrated ability to communicate, consult, and work collaboratively with academic and professional staff, executives and stakeholders, students, consultants and contractors, to iteratively design and lead a consistent strategic program of activities.

6. Demonstrated ability to interface productively with a range of centralised corporate and business functions, as evidenced by the design and delivery of complex cross-functional projects or the establishment and improvement of standard operating procedures.

7. Highly developed written communication skills and demonstrated experience in the provision of advice to senior management, including the preparation of high quality written materials for a variety of audiences and to support operational management. Understanding of and experience in the legal and regulatory aspects of university management will be highly regarded.

8. Well-developed computer skills, including experience in the deployment and uptake of project management and reporting systems.

9. Demonstrated high level of understanding of equal opportunity principles and a commitment to the application of EO policies in a university context.

ANU College of Engineering and Computer Science

ANU College of Engineering and Computer Science at ANU is embarking on a sustained growth phase, backed by significant investment across the college to reimagine engineering and computer science.

The ANU College of Engineering and Computer Science is embarking on a 15-year project to reimagine a new type of engineering and computing, one that is custom built and fit for the middle of the 21st century. The Reimagine Investment aims to get us thinking about what our world will be like in 2050, when we are completely embedded in both a digital and physical environment, and to encourage us to take charge and shape a new intellectual agenda. Our lived experience is increasingly one of large-scale systems of people, whose actions and interactions are influenced by our digital, physical, and biological environment. We and our technology are highly interconnected and yet highly diverse. Somebody, somewhere designed, built, and operates almost everything.

We believe the world needs new types of engineers, computer scientists and designers. We cannot deploy methods and techniques of the past and expect new outcomes for the future. We need to reimagine problem framing and solving, incorporate diverse voices and approaches, and work together now to ensure our future leaders and communities are prepared for the work to come. We welcome and openly acknowledge differences in expertise, research / education / professional focus, experience, and perspective.

[Learn more about Reimagine strategic intent here.](#)

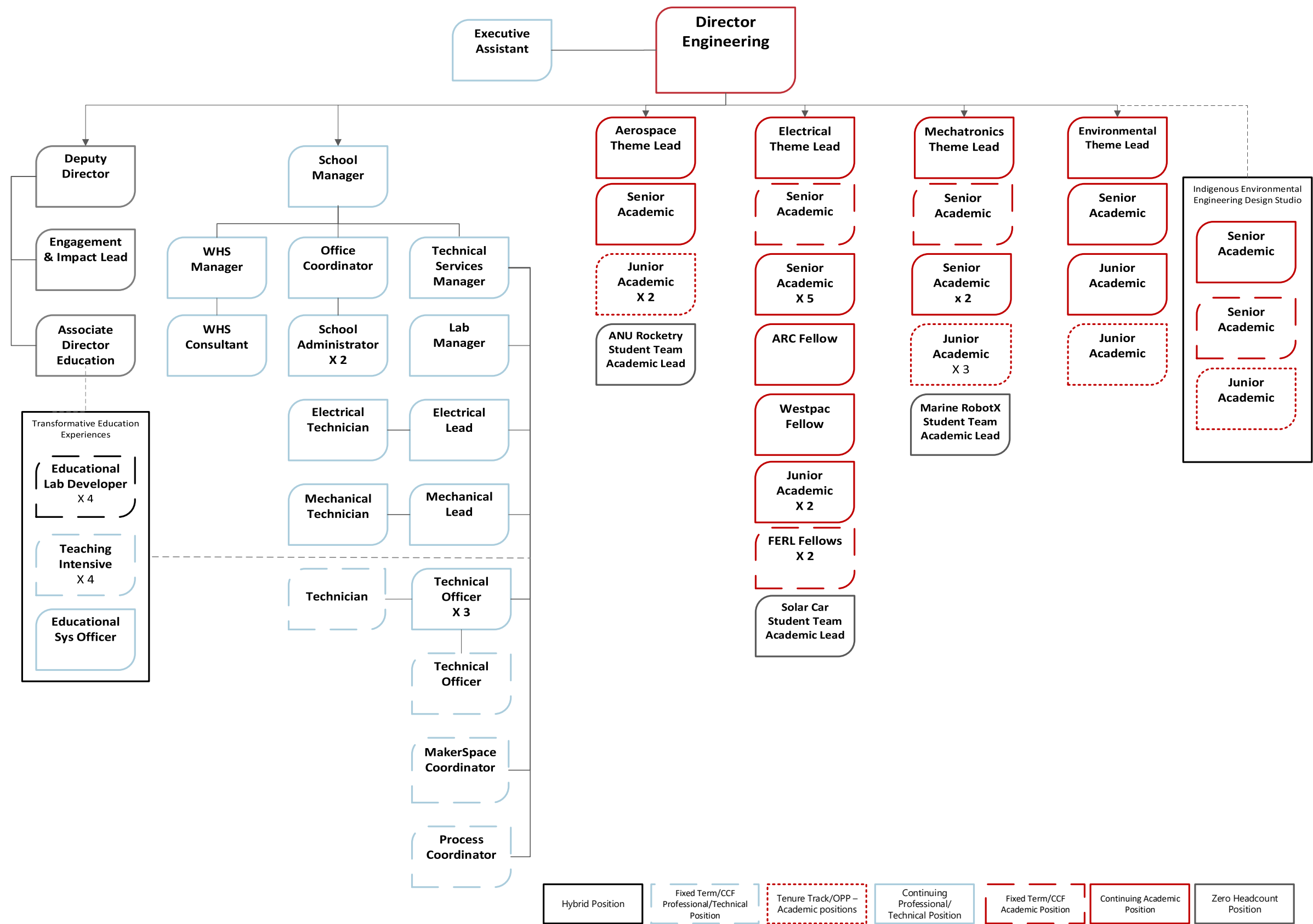
ANU College of Engineering and Computer Science Schools

The College will be moving to a structure of three research schools in January 2021:

- > School of Engineering
- > School of Computing
- > School of Cybernetics



School of Engineering



Our responsibility to Indigenous Australia

As Australia's national university one of our defining roles has been to contribute to the advancement of Australia's Indigenous peoples.

We contribute by graduating Indigenous students, as well as through game-changing research and direct engagement. Delivering on our Unique National Responsibilities with Indigenous communities. We provide an environment for debating the big issues and partnering with Indigenous Australia to advance the status, recognition and lives of Aboriginal and Torres Strait Islander peoples.

Although the proportion of Indigenous students at ANU is high by the standards of some of our peer universities, we remain far from parity with the population at large for undergraduates. The proportion of postgraduate and higher degree students is lower again, as is the proportion of

professional and academic staff. Through targeted activities we will work towards achieving parity with the proportion of Indigenous Australians in the overall population.

Research focused on Indigenous issues is broad in scope and has made a substantial contribution. ANU has strong Indigenous research leaders in a number of disciplines. However, our continued salience requires constant attention to impact, partnership with Indigenous communities and a commitment to novel and multidisciplinary approaches to our work.



Achieving equity

ANU is committed to equity and diversity as fundamental values. Australia has a diverse population and we are committed to providing opportunities and an inclusive and welcoming environment, to those of all backgrounds and identities.

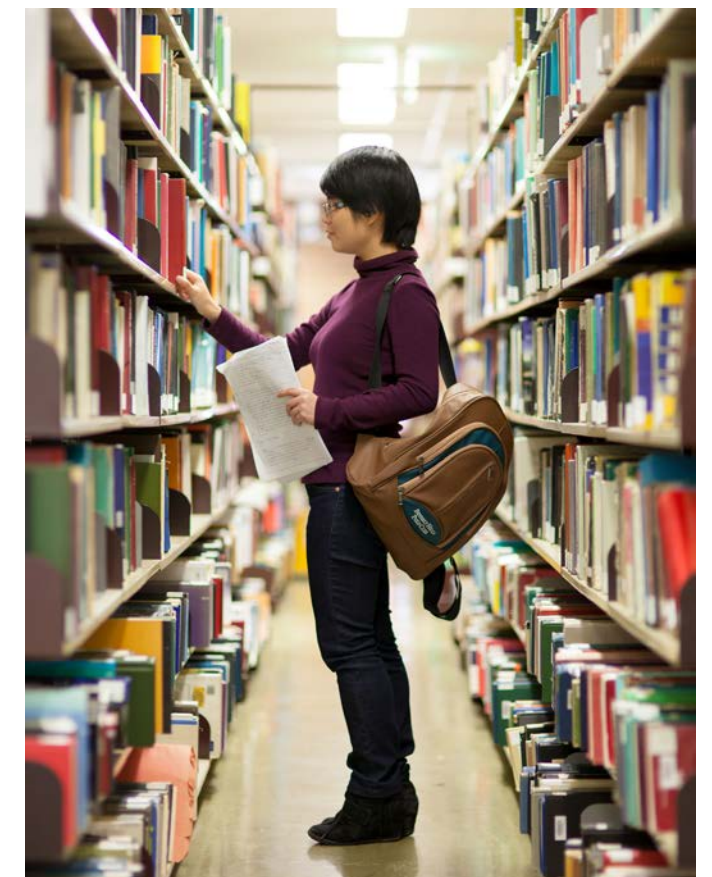
As Australia's National University, we have a responsibility and an obligation to educate students from across Australia who have the capacity to succeed, no matter their background. It is for this reason that we have launched a pioneering program to transform the way we do admissions. We are undertaking an international first to link our admission, scholarship, and accommodation processes so that when we make a student an offer to university, they will at the same time know where they will be living and whether they have a scholarship to support them. We are reserving a place for domestic students in the top 2% of every school in Australia who have the capacity to succeed, ensuring students have access to a world class education no matter the socio-economic status of their school.

Alongside this we are undertaking a major scholarship drive to remove the financial barrier for some of our most capable but most disadvantaged students, whether they be indigenous, suffering a long term disadvantage, low-SES, or from interstate regional and remote areas. We now have a single application form that allows both excelling and disadvantaged students to access more than 200 scholarship opportunities across campus by answering just four questions. And we are looking at the whole person, requiring all undergraduate applicants to have engaged beyond the classroom to support themselves, their family or their community, to clearly signal the importance of engagement beyond studies to both academic and employment success.

Athena Swan

ANU holds a SAGE Athena SWAN Institutional Bronze Award through the Science in Australia Gender Equity (SAGE) program. Athena SWAN is an accreditation program that recognises, promotes and rewards excellence in advancing gender equity and diversity. ANU became an inaugural member of the SAGE Pilot project in 2016.

While the focus of the SAGE pilot is on Science, Technology, Engineering, Mathematics, and Medicine (STEMM) disciplines, ANU is also committed to gender equity in the Humanities and Social Science disciplines, as well as in our professional staff.



One of the worlds most liveable cities

The power of surprise

Canberra has the power to surprise, with its abundance of food, wine, art, culture, ideas and innovation. As an evolving city, this element of surprise continues even once you've made Canberra your home, with new developments, events and opportunities constantly emerging to keep life interesting.

About Canberra

Canberra is also a planned city – designed to maximise opportunities for work and play. As our Nation's Capital, big ideas emerge, circulate and grow here, thanks to unique links between leading thinkers in business, government, education and research. Our dynamic economy, highly educated workforce and an innovative business culture provide career and business opportunities unique to Canberra.

Our healthy appetite for outdoor pursuits is enhanced by the natural resources available: from sailing on Lake Burley Griffin, mountain biking at the world class Mount Stromlo facility or heading up to the Snowy Mountains for a day on the slopes. We are also home to most of Australia's major national cultural institutions, with whom the University has a close relationship, and a cultural calendar overflowing with international exhibitions, arts festivals and entertainment.

Where to Live

The architects who designed Canberra, Walter and Marion Burley Griffin, had a master plan to create a series of 'satellite cities' separated by nature reserves and connected with major roads. Today their vision lives on, with Canberra divided into seven distinct regions of residential suburbs, each serviced by a central business district.

The resulting benefits are that commuting times are short. Employment hubs are virtually on your doorstep and recreational facilities are within walking distance, regardless of where you live.

Find information on each district and the suburbs contained within them through the ['Explore Canberra' map](#).

Education and Childcare

Canberra nurtures the pursuit of dreams from the ground up. Here families are provided with the supportive services, facilities and environments to raise happy, inspired and resilient children. Community is crucial for the support of families and Canberra has a number of ways to connect families with each other through playgroups, family events and activities.

Find out more about Canberra's excellent childcare, preschool and school system [here](#).

Canberra has the lowest commuting times of all Australia's major cities

More than 25% of Canberra residents were born overseas

The region is known for four distinct seasons, enjoying 246 days of clear, crisp sunshine



Further information about Canberra visit canberra.com.au

How to apply

The appointment of the School Manager, School of Engineering is being supported by Cameron Sanders, Recruitment Consultant.

To submit an application for this role, please provide the following information:

1. A candidate statement which outlines both your vision for the role and an overview of your experience and skills as it relates to the parameters of the role and selection criteria.

This should be a narrative and no more than five pages.

2. A detailed CV.

3. Three referees including their email and phone contact details.

Referees will only be contacted after prior consultation with the candidate. It is the candidate's responsibility to ensure referees are willing to provide reports when contacted.

4. Your total compensation and its component parts e.g. base, superannuation, vehicle allowance etc.

5. An indication of the earliest date on which you could commence in the position.

For a confidential discussion regarding this role and the application process, please contact:

Professor Christopher Kellett, Director,
School of Engineering
E Christopher.Kellett@anu.edu.au
T +61 2 6125 2646

Anticipated timeframe for the appointment process.

Applications close:
Thursday 31 January 2021
Shortlisting of candidates:
Early February 2021
Interviews:
Mid February 2021
References and negotiation:
Thereafter interviews.

ANU reserves the right to appoint by invitation.

On behalf of the University and as part of the application and appointment process, candidates may be requested to provide proof of their identity and citizenship and give permission for verification of their tertiary qualifications and a police background check.