



**Australian
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Position Description

College/Division:	ANU College of Asia and the Pacific
School/Centre:	Crawford School of Public Policy
Department/Unit:	Australia Pacific Security College
Position Title:	Program Coordinator
Classification:	ANU Officer 6/7 (Administration)
Position No:	36362
Responsible to:	APSC Deputy Director, Education
Number of positions that report to this role:	Nil
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 Australia's leading 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 Australia Pacific Security College is funded by the Australian Government and sits within Crawford School of Public Policy, College of Asia and the Pacific. The APSC works with Pacific Island countries to build the capacity of officials and deal with a broad range of security challenges through executive and professional development courses, policy workshops, technical assistance and research.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

The Program Coordinator is part of a small and dynamic team supervised by the Deputy Director Education. The Program Coordinator has administrative oversight of allocated College programs (courses, workshops, events), including all aspects of preparatory administration, day-to-day coordination and finalisation.

Role Statement:

Under the broad direction of the Deputy Director, Education, the Program Coordinator will:

- Provide input into program design (courses, workshops, events).
- Prepare materials for programs run by the APSC
- Contribute to the delivery of programs in Australia and across the Pacific Islands Forum countries (including facilitating small groups)
- Coordinate the day-to-day administrative and scheduling aspects of programs (including catering and venue); this may include some after-hours work.
- Coordinate individual program budgets and reports.

- Work with host country partners and Pacific-based APSC staff to support program delivery
- Other tasks consistent with the classification level of the position and in line with the principles of multi-skilling
- Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity

SELECTION CRITERIA:

1. Degree with relevant experience or extensive experience of the Pacific Island countries or an equivalent combination of extensive relevant experience in more than one country in the Pacific Island region.
2. Demonstrated ability to plan, develop and use project management, produce high quality written documentation with strong attention to details and database management experience.
3. Ability to adapt administrative process in the Tertiary Education sector to assist with the design and delivery of professional education. Graphic design experience is highly valued.
4. Demonstrated high-level communication and interpretation skills including client focused skills, with emphasis on liaison and negotiation to effectively interact with a diverse range of internal and external stakeholders to establish and maintain relationships.
5. Excellent teamwork with a proven ability to work independently and as part of a team to deliver practical support for activities and to represent the College to all stakeholders.
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 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.

This role is based at the ANU campus in Canberra, Australia. The incumbent must also be able to travel to the member states of the Pacific Islands Forum.

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	APSC
Position Title	Program Coordinator	Classification	ANUO 6/7
Position No.	36362	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	<input checked="" type="checkbox"/>	<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 checked="" 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 checked="" 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):					