|  |  |
| --- | --- |
| ANU_LOGO_mono black_FA.jpg | DRAFT Position Description |

|  |  |
| --- | --- |
| **College/Division:** | Global Engagement |
| **Faculty/School/Centre:**  | International Strategy and Partnerships |
| **Department/Unit:**  | International Strategy and Partnerships  |
| **Position Title:**  | International Protocol, Visits & Delegations Manager |
| **Classification:** | ANU 8 |
| **Position No:** |  |
| **Responsible to:** | Director, International Stategy & Partnerships |
| **Number of positions that report to this role:** | 1 |
| **Delegation(s) Assigned:** |  |

|  |
| --- |
| **PURPOSE STATEMENT:**The International Protcol, Visits & Delegations Manager is responsible for the management, administration and coordination of University Executive visits to international partners and for inbound delegations to ANU. **KEY ACCOUNTABILITY AREAS:****Position Dimension & Relationships:** Working within the International Strategy & Partnerships team, and broader Global Engagement portfolio, and reporting to the Associate Director, the International Protocol, Visits & Delegations Manager will provide advice and coordination in relation to engagement with international partners and visiting institutions. The International Protocal, Visits & Delegations Manager will build a strong network among academic and professional staff across the university, to inform ensure all visits have significant impact and decision making and advice on international partnership opportunities. The Manager will provide a single point of engagement for all incoming enquiries, both from within the university and from outside, regarding visiting delegations. **Role Statement:**Under the direction of the Director, International Strategy and Partnerships:* Coordinate the planning, preparation and implementation of international visits to partner institutions, conferences, research centres and government agencies by the University Executive.
* Coordinate the planning, preparation and implementation of international delegations visits from international universities, research centres and governments to the University.
* Develop business processes and systems to ensure international visits across the university are conducted in a coordinated manner to ensure maximum impact while reducing reducing redundancies and duplication.
* Assist in the implementation of the International Visits framework, including associated policies and procedures, to ensure all proposed visits to the university are assessed for value, coordinated for impact and communicated to stakeholders.
* Develop and maintain a database of international visits, discussions and outcomes including effective quality, storage and distribution of data, records and reports to ensure effective relationship management with university partners.
* Work with the International Intelligence and Briefings Manager to prepare sound and timely specialist advice relating to incoming visitors and delegations and their country of origin in order to brief the University Executive.
* Build and sustain effective working relationships with a network of colleagues, clients and other stakeholders to support and facilitate efficient service delivery
* Other duties as directed, consistent with the classification of this position.
* Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity

**SELECTION CRITERIA**1. A degree and subsequent relevant experience OR an equivalent combination of experience and training.
2. Significant experience developing and managing inbound and outbound international delegations for a large organisation.
3. Excellent process and system management skills including demonstrated capacity to develop and implement effective operational processes and systems.
4. Demonstrated high-level interpersonal skills, with the ability to liaise appropriately with people at all levels and seniority of an organisation, including external stakeholders and delegations from culturally diverse backgrounds.
5. Demonstrated ability to independently manage work priorities, multiple projects and meet competing deadlines with attention to detail, and using initiative and sound judgement.
6. A demonstrated high-level of understanding of equal opportunity principles and workplace health and safety and a commitment to their application in a university context.
 |
| **Supervisor/Delegate Signature:** |  | **Date:** |  |
| Printed Name: |  | **Uni ID:** |  |

|  |
| --- |
| **References:** |
| [Professional Staff Classification Descriptors](http://info.anu.edu.au/hr/Salaries_and_Conditions/Enterprise_Agreement/2010-2012/Schedule_5) |
| [Academic Minimum Standards](http://info.anu.edu.au/hr/Salaries_and_Conditions/Enterprise_Agreement/2010-2012/Schedule_4) |

|  |  |
| --- | --- |
|  | Pre-Employment Work Environment Report |

# Position Details

|  |  |  |  |
| --- | --- | --- | --- |
| **College/Div/Centre** |  | **Dept/School/Section** |       |
| **Position Title** |  | **Classification** |  |
| **Position No.** |       | **Reference No.** |       |

In accordance with the Occupational Health and Safety Act 1991 the University has a duty of care to provide a safe workplace for all staff.

1. 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.
2. This form is used to advise potential applicants of work environment issues prior to application.
3. 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 . http://info.anu.edu.au/hr/OHS/\_\_Health\_Surveillance\_Program/index.asp Enrolment on relevant OHS training courses should also be arranged – see http://info.anu.edu.au/hr/Training\_and\_Development/OHS\_Training/index.asp
4. ‘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

|  |
| --- |
| 1. 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 | [ ]  |  | [ ]  |  | laboratory work | [ ]  |  | [ ]  |
| lifting, manual handling | [ ]  |  | [ ]  |  | work at heights | [ ]  |  | [ ]  |
| repetitive manual tasks | [ ]  |  | [ ]  |  | work in confined spaces | [ ]  |  | [ ]  |
| catering / food preparation | [ ]  |  | [ ]  |  | noise / vibration | [ ]  |  | [ ]  |
| fieldwork & travel | [ ]  |  | [ ]  |  | electricity | [ ]  |  | [ ]  |
| driving a vehicle | [ ]  |  | [ ]  |  |  |  |  |  |
| **NON-IONIZING RADIATION** |  |  |  |  | **IONIZING RADIATION** |  |  |  |
| solar | [ ]  |  | [ ]  |  | gamma, x-rays | [ ]  |  | [ ]  |
| ultraviolet | [ ]  |  | [ ]  |  | beta particles | [ ]  |  | [ ]  |
| infra red | [ ]  |  | [ ]  |  | nuclear particles | [ ]  |  | [ ]  |
| laser | [ ]  |  | [ ]  |  |  |  |  |  |
| radio frequency | [ ]  |  | [ ]  |  |  |  |  |  |
| **CHEMICALS** |  |  |  |  | **BIOLOGICAL MATERIALS** |  |  |  |
| hazardous substances | [ ]  |  | [ ]  |  | microbiological materials | [ ]  |  | [ ]  |
| allergens | [ ]  |  | [ ]  |  | potential biological allergens | [ ]  |  | [ ]  |
| cytotoxics | [ ]  |  | [ ]  |  | laboratory animals or insects | [ ]  |  | [ ]  |
| mutagens/teratogens/carcinogens | [ ]  |  | [ ]  |  | clinical specimens, including blood | [ ]  |  | [ ]  |
| pesticides / herbicides | [ ]  |  | [ ]  |  | genetically-manipulated specimens | [ ]  |  | [ ]  |
|  |  |  |  |  | immunisations | [ ]  |  | [ ]  |
| **OTHER POTENTIAL HAZARDS (please specify):** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Supervisor’s Signature:**  |  | **Print Name:** |  | **Date:** |  |