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| ANU_LOGO_mono black_FA.jpg | Position Description |

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| **College/Division:** | Joint Colleges of Science |
| **Faculty/School/Centre:**  | Research School of Biology (on behalf of the Kioloa Campus) |
| **Department/Unit:**  | BSB |
| **Position Title:**  | Projects Coordinator |
| **Classification:** | ANU Officer 6/7 (Administration) |
| **Position No:** | TBC |
| **Responsible to:** | Chair Kioloa Advisory Board |
| **Number of positions that report to this role:** | 0 |
| **Delegation(s) Assigned:** |  |

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| **PURPOSE STATEMENT:**The Projects Coordinator provides high-level, comprehensive support to the ANU Kioloa Coastal Campus (KCC), with a focus on teaching, research and engagement activities. The Projects Coordinator assists the KCC Campus manager and the Chair of the Kioloa Advisory Board with business planning and projects, including identifying and facilitating opportunities for research and teaching engagement at the KCC.**KEY ACCOUNTABILITY AREAS:****Position Dimension & Relationships:** The Projects Coordinator reports to the Chair of the Kioloa Advisory Board, and will work closely with staff both at the KCC and Researchers and Convenors located at the ANU campus in Canberra. The Projects Coordinator will also liaise regularly with Students, the Office of the College Dean, Joint Colleges of Science Administration, Research Schools across the University, and external partners such as groups from other Universities or local high schools.**Role Statement:**Under the broad direction of the Chair of the Kioloa Advisory Board, the Projects Coordinator will:1. Coordinate and realise research opportunities with the goal to use the KCC as a research infrastructure asset.
2. Liaise with course convenors to conduct existing and new teaching courses based at the KCC. This includes facilitating booking, transport and catering arrangements, hence an effective relationship with the other staff at KCC is required.
3. Organise and manage the laboratory (including compliance and standard WHS operating procedures).
4. Develop plans to grow the research/teaching infrastructure.
5. Support the development of the KCC brand (e.g. web-sites and communication with stakeholders)
6. Facilitate new workshops and conference series (together with “subject-specific” champions).
7. Maintain and promote the use of local research records (e.g. biodiversity report, meteorological data, biodiversity report, archeological survey)
8. Align land and fire management with research activities.
9. Develop opportunities to include the indigenous perspective of the local area.
10. Act as the first point of contact for program related questions that will take place at the KCC including responding to enquiries, providing advice on a wide range of policies and procedures and corresponding with staff and students.
11. Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity.
12. Undertake other duties as consistent with the classification level of the position.
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| **SELECTION CRITERIA:**1. Degree in a relevant field with demonstrated relevant experience in an administrative role in a complex environment or an equivalent combination of relevant experience and education/training. Experience in the tertiary education sector will be highly regarded.
2. Proven skills and experience in strategic planning and project management and the provision of high-level administrative support.
3. Demonstrated high-level literacy, written and verbal communication skills, with proven experience in communicating and promoting scientific concepts across organizational units and between organisations
4. Proven experience in the provision of high quality customer service, including a demonstrated ability to build effective working relationships in a culturally diverse environment and to clearly communicate, consult, negotiate and liaise effectively with a diverse range of people both orally and in writing.
5. Proven organisational skills and attention to detail, with a demonstrated ability to prioritise own workload and to work effectively both independently and as part of a team, meeting demanding deadlines and delivering high quality outcomes.
6. Demonstrated ability to contribute to the development of project budgets, monitor resource allocation, and project deliverables to ensure deadlines are met and projects are delivered within budget.
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 broadbanded in this stream. It is expected that at the higher levels within the broadband occupants will have a deeper understanding, and a more independent application, of the research theory and techniques.*<http://hr.anu.edu.au/staff-equity/gender/general-staff-eeo-criteria>  |
| **Supervisor/Delegate Signature:** |  | **Date:** | 15/10/2018 |
| Printed Name: | A/Prof Alex Maier | **Uni ID:** | u5083795 |

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| **References:** |
| [General 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) |

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# Position Details

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| **College/Div/Centre** | JCoS; | **Dept/School/Section** | RSB |
| **Position Title** | Projects Coordinator | **Classification** | ANU Officer 5/6 |
| **Position No.** | TBC | **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

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

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| **Supervisor’s Signature:**  |  | **Print Name:** | **A/Prof Alex Maier** | **Date:** | **15/10/2018** |