Organisational Change Proposal



Academic October 2024

1. Introduction and context

The Australian National University ('ANU' or 'the University') is Australia's national university and has a unique history among Australian universities. Our story dates back more than 75 years as a university and more than 20,000 years as a meeting place to share knowledge by our First Nation custodians. We were established by an act of Federal Parliament, to provide Australia with a national centre of research, learning and teaching that would help shape and hold conversations that has built the world around us. As set out in our current Act, ANU was founded to advance and transmit knowledge, "by undertaking research and teaching of the highest quality".

The enduring mission of the University remains. From the global financial crisis, to pandemics, war and civil unrest, government intervention, along with discoveries of emergent fields and ways of thinking, it has never been more critical to invest in research and education for Australia. It is both a responsibility and privilege to undertake this work on behalf of the University community, the nation and neighbouring region.

The higher education sector is facing unprecedented disruption globally and nationally. Commonwealth Government initiatives such as managed growth of international and domestic students, Support for Students Policy, and the pending establishment of the Australian Tertiary Education Commission, and the National Student Ombudsman will all deepen external scrutiny and oversight of universities and further complicate funding, administration and reporting.

External headwinds

The University recognises the need to strengthen and realign its organisational structure. The University seeks a deliberate and well-planned approach to ensure the implementation of a fit for purpose structure designed to meet our strategic, operational and financial goals, also guided by the University's commitment to transparency and wellbeing of staff and members of the campus community.

In 2024, the University completed the realignment of several professional service areas, including finance, human resources, and information technology, as well as the disestablishment of the Division of Shared Services. These realignments were made to provide service improvement, standardisation and connectivity in professional service functions. These contemporary realignment activities underpin improved service delivery in line with other institutions in the higher education sector.

The University will continue to realign professional services in the broader University ecosystem. This includes services supporting research, education, governance, facilities, marketing, communications and engagement. The University will streamline professional support services through a realignment and focus on consistent and equitable service delivery to ensure clear accountability and responsibilities.

ANU has committed to a financial sustainability plan to reduce operating expenditure by 2026 through a significant \$250 million annual reduction in operating expenses, split between non-salary and salary costs.

ACADEMIC PORTFOLIO

The Academic Portfolio ('the Portfolio') is led by the Deputy Vice-Chancellor (Academic) and is responsible for establishing academic standards, including the delivery of exceptional education and student experiences.

The Portfolio's key roles are to:

- Provide leadership in the provision of excellence in education and student experiences, including through curriculum renewal and enhanced digital and physical learning environments;
- Enhance quality and standards in education, through educational policy, data analysis and innovation in program development and delivery;
- Lead and coordinate education administration across the University to enhance student experiences and support teaching and learning;
- Recruit and admit diverse domestic and international students with the greatest potential to succeed and thrive in the ANU environment;
- Develop and recognise student and staff capability and achievements in education, learning and teaching;
- Strengthen regional, national and global connections for education and academic professional learning; and,
- Nurture and support the well-being and inclusion of all students and create a healthy, safe and engaging campus life.

The current portfolio includes:

- The Office of the Deputy Vice-Chancellor, Academic;
- Pro Vice-Chancellor (Learning and Teaching), including the Centre for Learning and Teaching, Careers and Employability and Tuckwell Scholars House;
- Dean of Students;
- Division of Student Administration and Academic Services, including Admissions and Student Governance, and Student Administration;
- University Experience Division, including Student Safety and Wellbeing Team, Clinical Services, Inclusive Communities Team and Respectful Relationships Unit, and Student Life;
- Pro Vice-Chancellor Academic Quality; and
- Pro Vice-Chancellor International and Future Students, including the International Office and Future Students.

This document outlines the background, rationale and expected outcomes of a proposed change in the Academic Portfolio. It has been prepared to facilitate consultation with staff and their unions in accordance with Clauses 69 and 70 of *The Australian National University Enterprise Agreement* 2023-2026 (the Enterprise Agreement).

2: Rationale and details of the proposed change

The ANU has an enduring mission to deliver best-in-class education. Currently this is underpinned by the Education Strategy that the Academic Portfolio has been implementing. Furthermore, the ANU Service Performance Framework outlines our ambitions for service quality standards.

To best support our mission and ambitions, it is proposed that the Academic Portfolio will undergo a refocus of its structure and operations. The aim is to reach a more efficient state of functioning and sustainability. The proposed changes help address long term financial sustainability, and better position the Portfolio to engage with and support Colleges more effectively. They also enable the management of government policy changes. A summary of the proposed restructure and rationale is outlined below and is further detailed in Part 3.

The proposed restructure includes closing the Centre for Learning and Teaching (CLT). Based on evaluation, consistent college feedback and reviews, including the 2022 review of Teaching Support Services, and the 2024 Assurance Review of the Learning and Teaching Value Stream.

This proposed closure is consistent with the current approach to the Learning and Teaching Strategy and the Learning and Teaching Value Stream of the Digital Plan. A new Learning and Teaching team is proposed to report to the Pro Vice-Chancellor (Learning and Teaching) to deliver policy and coordination functions. The position Team Leader, Engagement and Enrichment will need to be retained to meet the requirement for teaching out the ANU Extension Program.

The proposed restructure of the Academic Portfolio will also include realigning the Admissions and Scholarship Team and the prizes function under the Pro Vice Chancellor (International and Future Students). This will bring together all teams essential for the seamless, end-to-end recruitment and admission of students into the University. The proposed change will provide the Pro Vice-Chancellor (International and Future Students) the strategic oversight needed to deliver on new Commonwealth Government policies related to international and domestic student managed growth.

Within the Division of Student Administration and Academic Services it is proposed to realign the functions of examinations, graduations, academic progression under the Director, Student Services and Academic Standards (formerly titled Director, Student Governance). It is also proposed that the Student Business Systems team will report directly to the University Registrar.

Within the University Experience Division, it is proposed to establish a Student Communications and Events team to coordinate and improve the effectiveness of the overall student experience across the University. It is also proposed to move Clinical Services into the renamed Student Health and Wellbeing team to provide opportunities for improved collaboration. Further, it is proposed that the Student Equity Team within Student Life will be transferred into the renamed Inclusive and Respectful Communities to consolidate equity and widening participation functions.

It is proposed to increase capacity in the Office of the Registrar team by expanding the resourcing of the team and renaming the unit to the Student Conduct and Integrity team. This team will be responsible for redesigning the University student conduct and integrity policy and processes to align with the new National Student Ombudsman.

Additional changes are proposed within the Portfolio to establish new roles where additional resources are needed. New positions are proposed in the Academic Standards and Quality Office to manage the expected increase in government and regulatory oversight in coming years. Some changes to executive and office supports are proposed for consistency across the Academic and other portfolios. Other positions in the Portfolio are proposed be disestablishment.

To sum up, these proposed changes will create efficiencies, more equitable delivery of services and support.

3. Impacts of the proposed change

The potential impact of this Change Proposal includes:

- The change in reporting lines and/or position titles of twenty (20) continuing professional staff positions;
- The establishment of twelve (12) new continuing professional staff positions;
- The disestablishment of 43 continuing professional staff positions;
- The disestablishment of seven (7) vacant continuing professional staff positions;
- The disestablishment of five (5) fixed term professional staff positions.

The current and proposed detailed staff structures for the Academic Portfolio are provided in appendices 1-9.

The proposed change comprises:

- Closing the Centre for Learning and Teaching.
- Transfer of reporting line for the Team Leader, ANU Engagement and Enrichment to Pro Vice-Chancellor, Learning and Teaching.
- Change in overall executive and office supports to be consistent across the Portfolio and centralise administrative support functions.
- Disestablishing vacant positions.
- Establishing a new Learning & Teaching team reporting to the Pro Vice-Chancellor (Learning and Teaching).

- Establishing a Student Communications & Events team within the University Experience Division.
- Establishing a Student Conduct and Integrity Team which will include and rename the Office of the Registrar and report directly to the University Registrar.
- Transferring Student Business Systems to report directly to the University Registrar.
- Transferring Clinical Services into the Student Health & Wellbeing team, which is renamed from the Student Safety and Wellbeing Team.
- Transferring Student Equity Team into the Head of Inclusive and Respectful Communities Team, which is formally the Head of Inclusive Communities and the Respectful Relationships Unit.
- Transferring Examinations, Graduations, Academic Progression to Director, Student Services and Academic Standards, formally the Director, Student Governance.
- Transferring Student Admissions and Scholarships to Pro Vice-Chancellor (International and Future Students).
- Transferring Prizes team to Student Admissions and Scholarships.

4. Impact on existing continuing and fixed term positions and occupants:

The detailed impacts on existing positions and occupants are outlined below:

Position title	Level	Proposed position	Occupant impact			
		outcome				
Dean of Students						
Executive Assistant	ANUO5	Position disestablished	Declared surplus			
Office of the Deputy V	ice-Chancellor, Aca	demic				
Senior Advisor,	Senior Manager 2	Position disestablished	Declared surplus			
Student and						
University Experience						
Business Manager	Senior Manager 1	Position disestablished	Declared surplus			
(SUE)						
Centre for Learning an	nd Teaching					
Director, Learning and	Senior Manager 4	Position disestablished	Declared surplus			
Teaching						
Manager, Education	Senior Manager 1	Position disestablished	Declared surplus			
Program and						
Professional Learning						
Team Leader,	ANUO8	Position disestablished	Declared surplus			
Professional Learning						
Professional Learning	ANUO6/7	Position disestablished	Declared surplus			
Specialist						
Professional Learning	ANUO6/7	Position disestablished	Declared surplus			
Specialist						
Program Support	ANUO5	Position disestablished	N/A Vacant			
Officer						
Manager, Operations	Senior Manager 1	Position disestablished	Declared surplus			

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Deputy Manager, Exams, Graduations, Academic Progress and Prizes Senior Timetabling Officer ANU International Office Office and Events Administrator Senior Manager, Senior Manager, Senior Manager, Senior Manager, Senior Manager 1 Position disestablished Declared surplus N/A Vacant Position disestablished Declared Surplus Declared Surplus Declared Surplus Declared Surplus Declared Surplus Declared Surplus				
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and Prizes Senior Timetabling ANUO6/7 Position disestablished Declared surplus Officer ANU International Office Office and Events ANUO5 Position disestablished N/A Vacant Administrator Senior Manager, Senior Manager 1 Position disestablished Declared Surplus				
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Office and Events ANUO5 Position disestablished N/A Vacant Administrator Senior Manager 1 Position disestablished Declared Surplus	Officer			
Administrator Senior Manager 1 Position disestablished Declared Surplus	ANU International Off	ice		
Senior Manager, Senior Manager 1 Position disestablished Declared Surplus	Office and Events	ANUO5	Position disestablished	N/A Vacant
	Administrator			
Global Programs	Senior Manager,	Senior Manager 1	Position disestablished	Declared Surplus
	Global Programs			

Coordinator,	ANUO6/7	Position disestablished	N/A Vacant
Strategic Analysis			
and Briefings			
Future Students			
Executive Assistant	ANU06/7	Position disestablished	Declared surplus

Impact on casualisation

There is no immediate, foreseeable impact on this proposal to casualisation, however there may be opportunities to reduce rates of casualisation as part of a managed growth environment for the University.

New roles to be created

Position title	Level	Position type (continuing/fixed term)
Academic Case Officer, Dean of Students	ANU06/7	Continuing
Senior Manager, Student Conduct and Integrity	Senior Manager 2	Continuing
Manager, Student Conduct Policies	Senior Manager 1	Continuing
Senior Project Officer - PVC (IFS)	ANU08	Continuing
Senior Project Officer - PVC (L&T)	ANU08	Continuing
Head of Education Support	Senior Manager 2	Continuing
Senior Manager, Student Communications and		
Events	Senior Manager 2	Continuing
Senior Appeals and Integrity Officer	ANU06/7	Continuing
Senior Appeals and Integrity Officer	ANU06/7	Continuing
Academic Governance Officer	ANU06/7	Continuing
Manager, Exams, Graduations, Academic		
Services and Prizes	Senior Manager 1	Continuing
Manager, Student Hub	Senior Manager 1	Continuing

Changes to roles

Position title	Level	Type of Change	New Title	New	Future
				Level	Business Unit
Associate	Senior	Reporting line	No change	Senior	DSAAS
Director,	Manager			Manager	
Academic	2			2	
Services					
Deputy	ANU08	Reporting line	No change	ANU08	DSAAS
Manager,					
Student Central					
Manager,	Senior	Reporting line	No change	Senior	DSAAS
Appeals and	Manager			Manager	
Integrity	1			1	

Evenutive	ANU08	Departing line	Na shanga	ANILIOO	ODVC(A)
Executive	ANUU8	Reporting line	No change	ANUO8	ODVC(A)
Officer, ODVCA					
Team Leader,	ANU08	Reporting line	No change	ANUO8	PVCLT
ANU					
Engagement					
and Enrichment Associate	Senior	Reporting line	No change	Senior	PVCIFS
Director,	Manager	Reporting tine	No change	Manager	PVCIFS
Admissions and	2			2	
Scholarships	_			-	
Assistive	ANU06/7	Reporting line	No change	ANU06/7	PVCLT
Technology					
Officer					
Marketing and	ANU06/7	Reporting line	No change	ANU06/7	UE
Communications					
Coordinator	A NULLO 0	Danastina lina	NI I	A NILLO 0	115
Deputy Manager,	ANUO8	Reporting line	No change	ANU08	UE
Student Equity					
Deputy	ANU08	Reporting line	No change	ANU08	UE
Manager,					- -
Student					
Communications					
and Events					
Nurse	Senior	Reporting line	No change	Senior	UE
Practitioner	Manager			Manager	
	1			1	
Nurse	Senior	Reporting line	No change	Senior	UE
Practitioner	Manager			Manager	
	1			1	
Health and	ANU06/7	Reporting line	No change	ANU06/7	UE
Wellbeing					
Operations Coordinator					
Senior Advisor,	Senior	Title change	Senior	Senior	ODVC(A)
Academic	Manager	Titte change	Advisor,	Manager	ODVC(A)
71000011110	2		ODVCA	2	
Education	SM	Title and	Head of	Senior	PVCLT
Senior Project	Senior	reporting line	Education	Manager	
Manager	Manager		Innovation	2	
	2				
EA/Project	ANUO6/7	Title change	Project	ANUO6/7	DSAAS
Officer	A11000/1	THE CHAIRE	Officer,	A11000/1	DORAG
			DSAAS		
Director,	Senior	Title change	Director,	Senior	DSAAS
Student	Manager		Student	Manager	
Governance	3		Services and	3	
			Academic		
Damitu	ANILIOO	T:41	Standards	ANILIOO	DCAAC
Deputy Manager,	ANUO8	Title change	Senior Project	ANU08	DSAAS
Projects			FTOJECT		
1 10,000	1	<u> </u>	1		l

			Officer, DSAAS		
Executive Officer. Academic Quality	ANUO8	Title change	Senior Project Officer, AQ	ANUO8	PVCAQ
Executive Assistant	ANUO6/7	Reporting line and title change	Executive Support Officer	ANUO6/7	ODVC(A)

Summary table

Area	Current Headcount	Proposed	Headcount
	(filled)	Headcount	change
Division of Student Administration	109	111	+2
and Academic Services			
Pro Vice-Chancellor, Learning and	55	18	-37
Teaching			
Office of the Deputy Vice-	15	13	-2
Chancellor (Academic) (including			
PVC, Academic Quality)			
University Experience Division	68	64	-4
Dean of Students	3	3	0
Pro Vice-Chancellor, International	55	53	-2
and Future Students			
TOTAL	305	262	-43

4. Management of psychosocial risk

The University has undertaken a WHS psychosocial risk assessment for this change proposal which identified potential psychosocial risks relating to organisational change management and staff support.

In response to these potential risks, the following control measures will be implemented to support staff impacted by this change and to enable wider stakeholder input into implementation:

Potential psychosocial risk area/s	Mitigations
Poor organisational change management	 Apply the change provisions of the ANU Enterprise Agreement, including genuine consultation with staff and stakeholders. Ensure HR practitioners are available and equipped to support the change process in line with the EA and to respond to queries and concerns.

- Provide individual meetings with leaders of the change to affected staff, including the opportunity to bring a support person/union representative.
 Provide a townhall meeting to affected staff about the
- Provide a townhall meeting to affected staff about the change including opportunity to ask questions.
- Ensure staff receive clear communications about the change in a timely manner, including timeframes, comprehensive support to affected staff including EAP, Staff Advisors and Career Transition support.
- Ensure the provisions of the Enterprise Agreement are applied to staff in areas including redundancy, redeployment etc.

Lack of staff support

- Provide 1:1 meetings to affected staff to explain impact, timeframes for change and support available.
- Ensure on-site and off-site support internal and external support is made available to affected staff including EAP and Staff Advisor support.
- Provide career transition support to staff.
- Ensure HR practitioners and Organisational Change are equipped to support staff enquiries and provide accurate information on entitlements.

5. Change principles

The objective of this document is to enable the University to undertake consultation with directly affected staff and unions on the proposed changes for staff within Deputy Vice Chancellor – Academic portfolio, in accordance with the managing change provisions (clause 70) of the Enterprise Agreement.

Any reductions in staffing are managed in accordance with the job security provisions outlined in clause 69 of the Enterprise Agreement.

6. Implementation of proposed changes

The following phased approach will apply in determining professional staff position changes:

Phase 1 – Discussions with directly affected staff

At the point of the implementation, any matter regarding the employment conditions of a directly affected staff member will be discussed with that staff member. The staff member may request that the relevant union(s) be a party to those negotiations.

Phase 2 - Notification to staff whose roles are to be declared surplus

Affected continuing staff whose positions are to be disestablished will be formally advised in writing in accordance with clauses 57.5 and 70.16 of the ANU Enterprise Agreement that

their position is surplus to requirements and will have five working days to consider and express interest in the options contained in Clause 70.16 of the Enterprise Agreement. Staff are not obligated to provide a response and if staff do not do so within the five-day period, they will automatically start a 12-week redeployment period. A staff member may also seek approval for an early voluntary separation, in which case they may separate at an agreed date be paid the balance of the redeployment/notice period in addition to the redundancy payment.

Phase 3 - Notification to staff whose roles are being transferred

Staff whose positions are to be transferred will be notified in writing of the transfer. Staff identified to have a change in position title, description or supervisor will be provided with a revised position description and written notification of any supervision changes.

Phase 4 - Notification to fixed term and continuing (contingent) staff

Arrangements for affected fixed term and continuing (contingent funded) staff will be managed in accordance with the provisions and circumstances of their employment contract.

Phase 5 - Notice of Termination Due to Redundancy

If following the 12-week redeployment period, a continuing staff member cannot be redeployed and has not sought early voluntary separation at Phase 2, in accordance with clause 57.13 of the ANU Enterprise Agreement the University will notify the affected staff member(s) in writing that their position is to be declared redundant and their employment may be terminated, the reason for the redundancy, and the time line for this action. Notice will be provided in-line with clause 57.14 of the ANU Enterprise Agreement, with any redundancy payment made in accordance with clause 57.17.

7. Consultation

The University is committed to consulting with staff and their union/s in accordance with the organisational change provisions under Clauses 69 and 70 of the Enterprise Agreement. In consulting with staff, the University will give genuine consideration to any view given by staff members regarding the impact of this change. Following the consultation process, the University will issue an implementation paper to staff and union/s.

This Change Proposal is being circulated to:

- all affected staff;
- ANU Executive;
- nominated staff representatives including the NTEU; and
- other relevant stakeholders as required.

Staff and their unions are encouraged to consider this document and send any feedback on this proposal to Organisational Change at: org.change@anu.edu.au by the closing date listed in the table below:

Activity	Date/s
Meetings with directly affected staff	15 & 16 October 2024
Portfolio address	17 October 2024
Release of the proposal to staff, union/s and other stakeholders	17 October 2024
Consultation period commences	17 October 2024
Portfolio Townhall Q&A	24 October 2024
Close of consultation period	31 October 2024
Collation of feedback from consultation and preparation of	From 1 November 2024
Implementation Plan	
Release of Implementation Plan	Week commencing 18
	November 2024
Proposed commencement of Implementation Plan	Week commencing 25
	November 24

During this change process staff members may be represented, and seek advice or assistance at any time from a person of their choice as outlined in the ANU Staff Representation Procedure which may be accessed via this link: <u>ANU Policy Library - Procedure - Union and Staff representation</u>

8. Support

Staff with further enquiries about this change may contact the following staff:

Name	Position	Contact details
Professor Grady Venville	Deputy Vice-Chancellor,	Grady.Venville@anu.edu.au
	Academic.	
Tim Gray	Manager, Human Resources	Tim.Gray@anu.edu.au
	Business Partners	
James Duncan	Manager, Workforce	org.change@anu.edu.au
	Planning and Organisational	
	Change.	

Staff seeking additional support or advice can contact either a Staff Adviser or the Employee Assistance Program as set out below:

Name	Position	Contact details
Gail Frank - Ext 53616 (Monday, Tuesday, Wednesday & Thursday)		
Maaria Haque - Ext 58283 (Tuesday, Wednesday & Thursday)	Advisers to Staff	staff.adviser@anu.edu.au

Amanda Morrison - Ext 52211 (Wednesday)		
Employee Assistance	Assure	1800 808 374
Providers	Relationships Australia	(02) 6122 7100



Appendix 1: Current and proposed DVCA organisational chart

Figure 1 | Current DVCA organisational chart

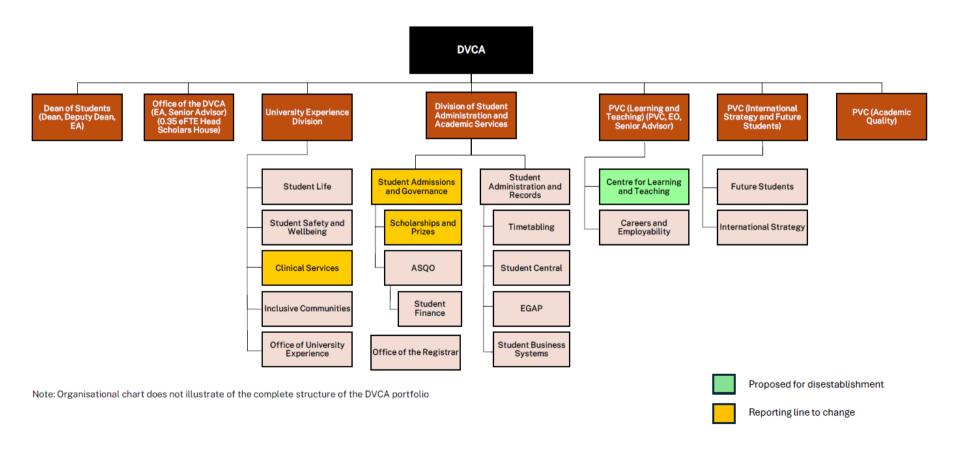
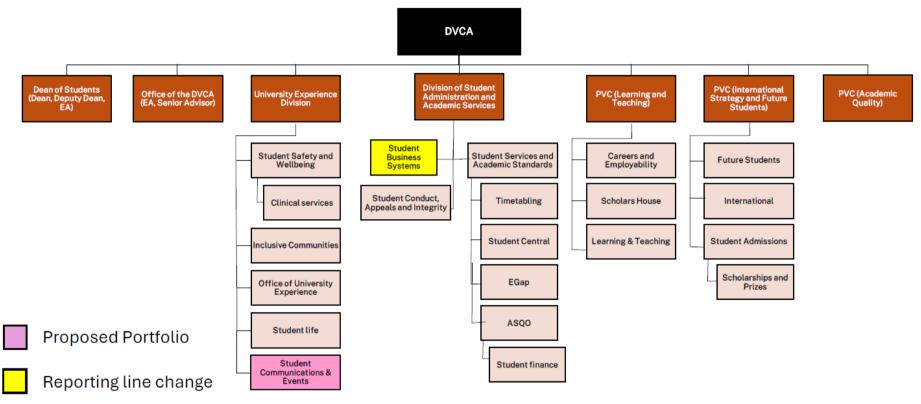


Figure 2 | Proposed future state DVCA organisational chart



Note: Organisational chart does not illustrate of the complete structure of the DVCA portfolio

Appendix 2: Current and proposed ODVCA organisational chart

Figure 3 | Current ODVCA organisational chart

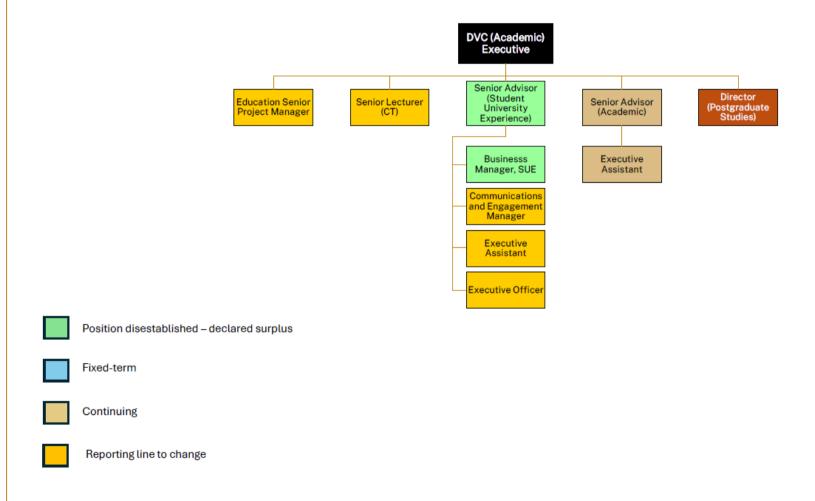
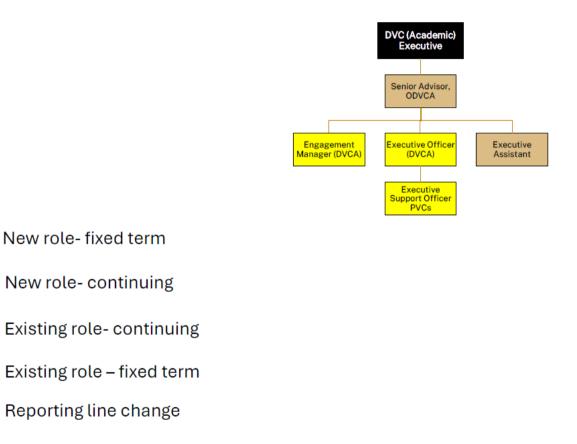


Figure 4 | Proposed future state ODVCA organisational chart



Appendix 3: Current and proposed University Experience Division organisational chart

Figure 5 | Current University Experience Division organisational chart

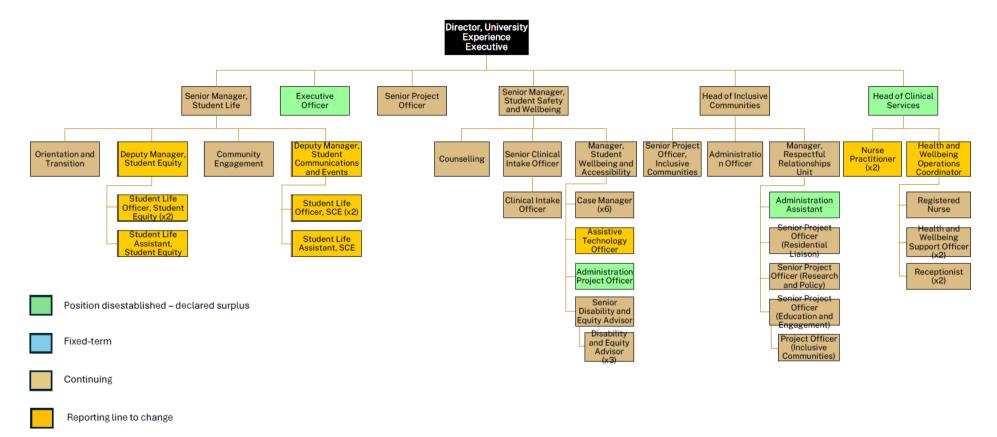
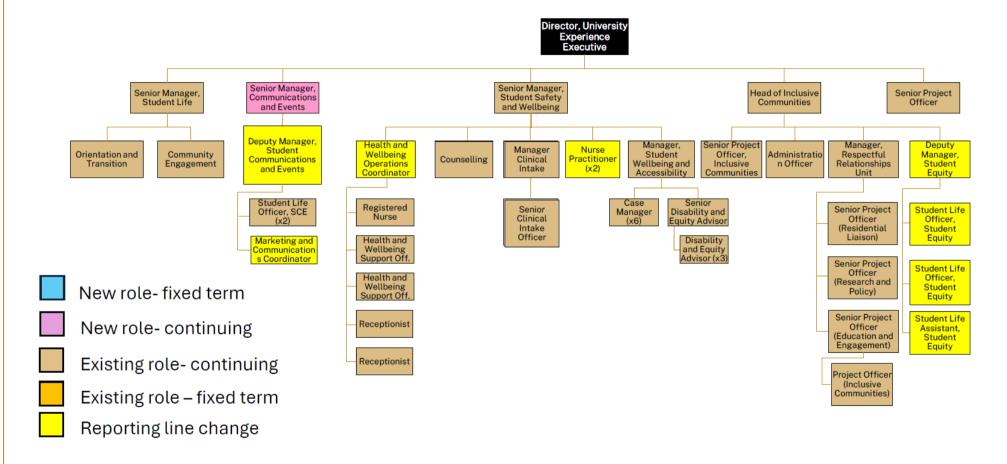


Figure 6 | Proposed future state University Experience Division organisational chart



Appendix 4: Current and proposed DSAAS organisational chart

Figure 7 | Current DSAAS organisational chart

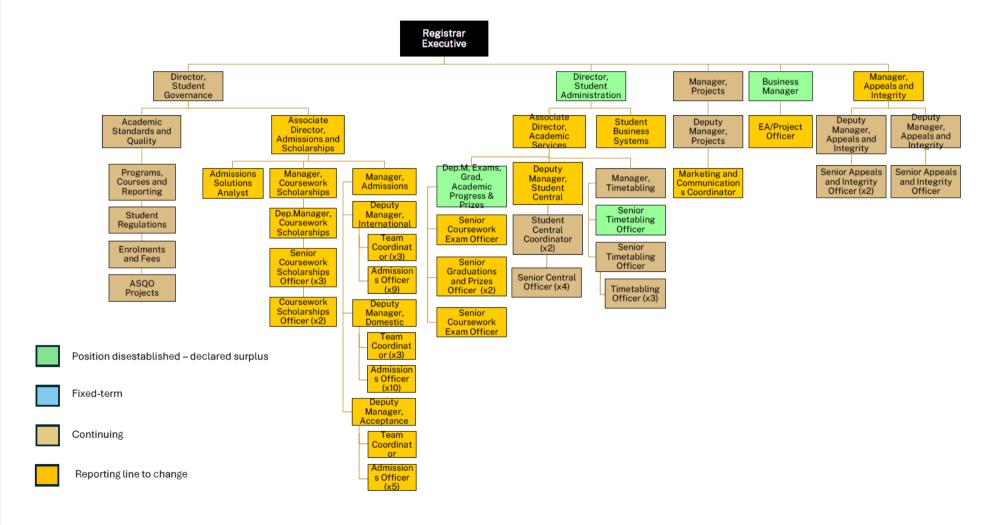
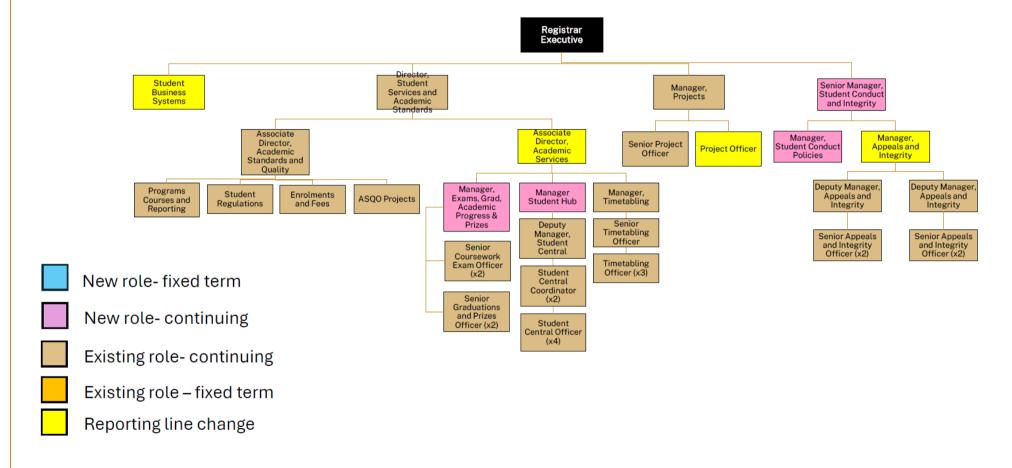
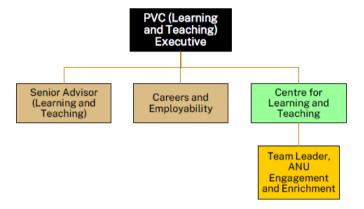


Figure 8 | Proposed future state DSAAS organisational chart



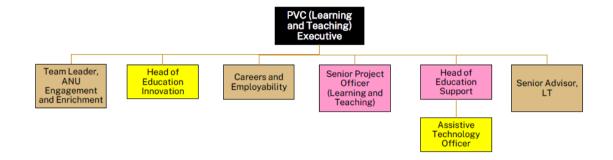
Appendix 5: Current and proposed PVCLT organisational chart

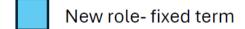
Figure 9 | Current PVCLT organisational chart



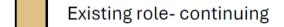
- Position disestablished declared surplus
- Fixed-term
- Continuing
- Reporting line to change

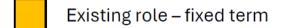
Figure 10 | Proposed future state PVCLT organisational chart

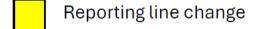












Appendix 6: Current and proposed PVCIFS organisational chart

Figure 11 | Current PVCIFS organisational chart

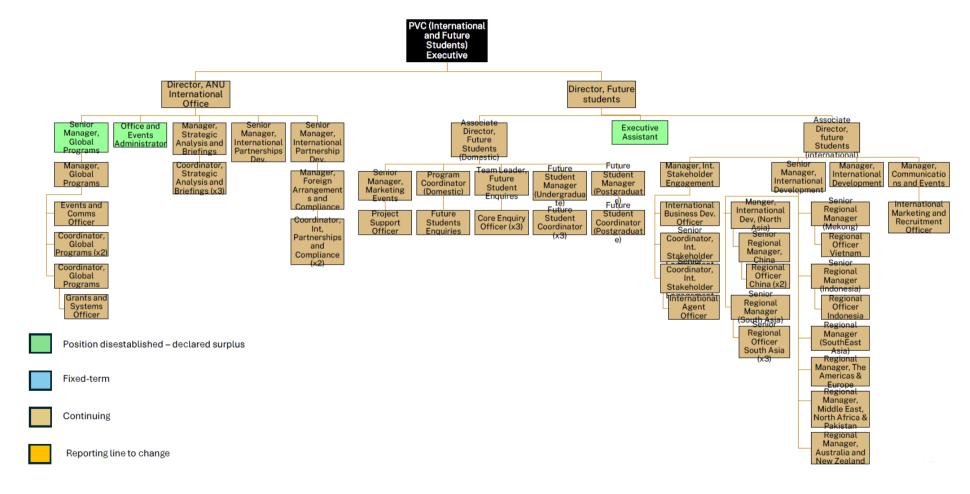


Figure 12 | Proposed future state PVCIFS organisational chart (part 1)

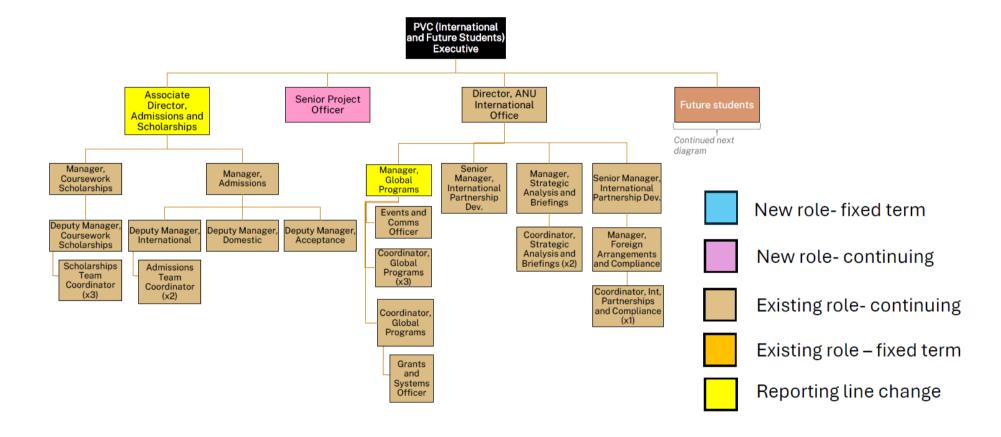
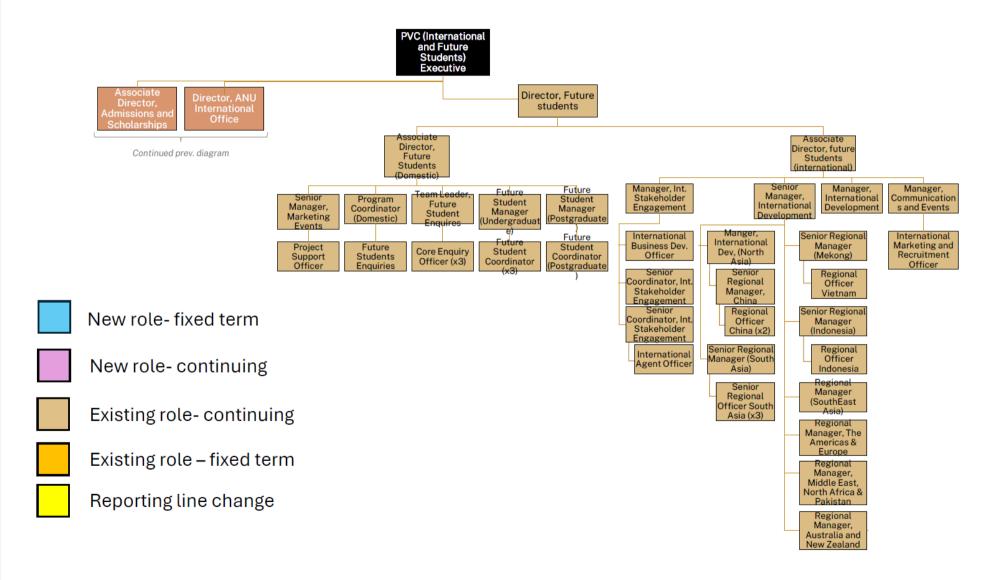


Figure 13 | Proposed future state PVCIFS organisational chart (part 2)



Appendix 7: Current and proposed PVCAQ organisational chart

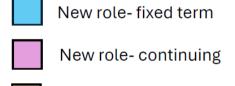
Figure 14 | Current PVCAQ organisational chart



- Position disestablished declared surplus
- Fixed-term
- Continuing
- Reporting line to change

Figure 15 | Proposed future state PVCAQ organisational chart



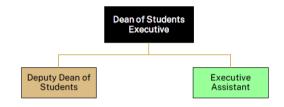




- Existing role fixed term
- Reporting line change

Appendix 8: Current and proposed Dean of Students (DOS) organisational chart

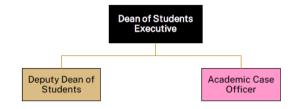
Figure 16 | Current DOS organisational chart

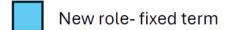




- Continuing
- Reporting line to change

Figure 17 | Proposed future state DOS organisational chart





- New role- continuing
- Existing role- continuing
- Existing role fixed term
- Reporting line change