Australian National University

1. Introduction

On 17 October 2024 the University released an [Organisational Change Proposal for the DVC Academic Portfolio](#) (hereafter referred to as 'the Portfolio') to all University staff. The formal consultation period ran from 17 October until 31 October 2024. The NTEU was also given until the week of 11 November 2024 to provide feedback on the proposal, and their feedback was received on 18 November 2024. During the consultation period, the University held a townhall with portfolio staff, which provided the opportunity for staff to ask questions and seek further clarification on the proposal. A recording of the townhall was also made available and published on the University's 'Renew ANU' website.

This document, the Implementation Plan, reiterates the key details of the Change Proposal, outlines the consultation and changes arising from the consultation process, considers the matters raised about the change by affected staff and union representatives, and details the implementation schedule in line with the Organisational Change and Consultation provisions of the *ANU Enterprise Agreement* (2023-2026).

The University established the Renew ANU website on 3 October as a central point of information regarding the change proposals. The site includes all the change proposals, recordings of townhalls, links to employee support and an extensive list of Frequently Asked Questions (FAQs) updated frequently to reflect feedback received during consultations. All staff also had the opportunity to provide feedback on and across other change proposals.

The University has explored and is continuing to explore other measures to reduce its recurring costs base and to ensure that involuntary redundancies do not arise except as a last resort. The University has also taken a range of measures in 2024 to address non-salary expenditure. These measures have resulted in temporary reductions in spending, however, permanent expenditure reductions are also required. This will require improvement and standardisation of processes, operations and solutions. The University has established an Expenditure Task Force, led by the Chief Operating Officer, established to identify opportunities for permanent expenditure reductions and to drive whole-of-university solutions. Information about the taskforce's findings to date, and the opportunity to contribute ideas about how further savings can be achieved, was shared with staff on 12 November 2024. Staff have until 10 December 2024 to make a submission.

The University will continue to share financial information with the community as it is appropriate, including on the Renew ANU microsite, townhalls, On Campus and other means. The Chief Financial Officer will also be holding a finance townhall on 12 December 2024, to

provide further information on the University's finances, financial position and strategies to support financial sustainability, and as an educational session for staff to understand how the University's finances work. The financial goals and any proposed savings measures will continue to be reviewed with updates provided to the University community. This will take into account feedback on the University's progress in achieving savings, its revenue and the financial challenges and external factors that continue to impact the University.

In addition, the University has implemented several strategic measures to address its salary budgetary position. These included progressing an Enterprise Agreement variation proposal to forego the 2.5 per cent December 2024 salary increase, establishing the Recruitment Approval Committee (RAC) to ensure recruitment aligns with strategic objectives and actively managing leave liabilities. The Vice-Chancellor has taken a 10 per cent salary reduction, and staff on Performance Based Employment Contracts have been asked to forgo their December salary increase, potentially saving over $1 million. These actions further aim to support a sustainable future for the University.

Colleagues and stakeholders are thanked for their thoughtful contributions and feedback and their extensive engagement throughout the consultation process.

2. Background to the change proposal

The Change Proposal was issued on 17 October 2024 and proposed:

- Closing the Centre for Learning and Teaching (CLT).
- Transferring reporting line for the Team Leader, ANU Engagement and Enrichment to Pro Vice-Chancellor, Learning and Teaching.
- Changing 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 the Student Equity Team under the Inclusive and Respectful Communities Team, which is formally the Inclusive Communities team 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.

3. Overview of consultation process

On 15 and 16 October 2024 affected staff in the portfolio were invited to attend individual meetings with senior leaders and P&C representatives to hear about the proposed change, the proposed impact on their roles, the support available to them and the proposed timelines for consultation.

On 17 October 2024 the Vice-Chancellor and President, Provost and Senior Vice-President, and other senior University leaders held an all staff address to announce the Change Proposal. The Change Proposal was then released on the Renew ANU webpage, and a copy shared with the NTEU and all relevant unions.

The formal consultation period commenced on 17 October and closed on 31 October 2024, with all feedback to be submitted to Organisational Change (org.change@anu.edu.au) by the closing date. On 24 October a townhall was held with portfolio staff providing the opportunity to ask questions about the proposal. This was also attended by the Provost and Senior Vice-President, Chief Operations Officer and senior University leaders.

Recordings of the all-staff address and townhall were made available on the Renew ANU page. In addition to the Change Proposal and recordings, the following support information was provided on the Renew ANU page:
- Frequently asked questions; and
- Wellbeing and support services.

Staff were also informed of the opportunity to raise additional questions by emailing the Organisational Change team. Staff also had the opportunity to provide feedback in respect of achieving budgetary savings.

The Change Proposal was viewed 1,944 times and there were 316 views of the townhall recording.

4. Overview of feedback received in response to the proposal

There were 103 submissions received during the consultation period for the Change Proposal. The NTEU also provided a written response. The key themes, in no particular order, were:
1. The closing of the Centre for Learning and Teaching (CLT);
2. Ensuring appropriate levels of support for centre-led teaching and learning activities;
3. Relocating the Admissions and Scholarships team to the Pro Vice-Chancelor (International and Future Students);
4. Teams/functions proposed for relocation in the Change Proposal;
5. Roles in the change plan proposed for disestablishment;
6. Roles in the change plan proposed for creation; and,

7. Concerns about the management of work health and safety risks associated with the change proposal.

The University has given genuine consideration to the responses provided during this consultation. The feedback is summarised below, along with the University's response. To protect the privacy of respondents, individual items of feedback will not be disclosed.

1. Rationale for the closure of the Centre for Learning and Teaching

Feedback was received from staff and the NTEU about the rationale for the closure of CLT, with the NTEU indicating that the University has not provided a sufficient rationale for the proposed closure. There was also feedback on the commitment of ANU to high-quality teaching and a high-quality student experience. Some feedback raised concerns around the complete closure of the CLT. A small volume of feedback, including from the NTEU, related to a reference in the Change Proposal to the 2022 review of the Teaching Support Services, and the 2024 Assurance Review of the Learning and Teaching Value Stream in support of the proposed closure.

Response:
The ANU has an enduring mission to deliver best-in-class education. In response to the current financial and structural problems the University must continue to evolve and reconsider the way learning and teaching is supported. The proposed closure is consistent with the objectives set out in the ANU Learning and Teaching Strategy, with the work being managed under the Learning and Teaching Value Stream of the Digital Plan, while helping to address long-term financial sustainably.

UniForum data clearly indicates that the cost of teaching design, development and delivery at ANU is well above comparison universities. Based on the volume of our teaching, ANU is more highly resourced in these areas. With the current financial situation, this current resourcing and structure is not sustainable, and the proposed change better aligns the resources to that of other universities.

The University acknowledges the feedback received regarding the 2022 review of the Teaching Support Services and the 2024 Assurance Review of the Learning and Teaching Value Stream. Copies of these documents were made available on the Renew ANU page to provide further context on the Change Proposal. Whilst the reviews do not make specific recommendations on the structure of the Centre, they point to a number of concerns and challenges facing the Centre and Learning and Teaching at ANU; including issues of role clarity and alignment, the need to ensure coordination and strategic impact of the services offered, and the size, scale and cost of the Learning and Teaching support at ANU, consistent with the UniForum data.

As outlined in the Change Proposal, the University needs to pursue a financial sustainability plan to reduce operating expenditure by 2026. The 2022 review of the Teaching Support Services and the 2024 Assurance Review of the Learning and Teaching Value Stream partly informed the proposal to close CLT. The Academic Portfolio will refocus its structure and

operations to align with the current approach to the Learning and Teaching Strategy and the Learning and Teaching Values Stream of the Digital Plan.

In response to feedback the University has retained two (2) positions and created two (2) positions within the CLT to support the future delivery of Learning and Teaching. Details of the roles are provided in Section 5.

The proposed changes help to reach a more efficient structure of sustainability while continuing the support of excellence in learning and teaching through a smaller central team focused on delivering policy and coordination functions.

2. Ensuring appropriate levels of support for centre led teaching and learning activities;

Feedback was received raising concerns that the closure of CLT would have adverse impacts on the University including:
- Tutor training, specifically impacting educational quality and student experience;
- Teaching development opportunities;
- Academic expertise in teaching and learning;
- Implementation of the Learning Management System (LMS), Canvas;
- Impacts on teaching projects and professional development initiatives currently underway and supported by CLT;
- Loss of expertise and services related to multimedia production.

Feedback was also received from the NTEU regarding concerns the closure of CLT would result in non-genuine redundancies due to lack of information on what future work will be performed.

Response

The University needs to refine the way it provides support for learning and teaching. As outlined in the Change Proposal, the Academic Portfolio will refocus its structure and operations. This refocus will be aligned with the current Learning and Teaching Strategy and the Learning and Teaching Value Stream of the Digital Plan. The University remains committed to ensuring a high-quality education experience for both staff and students. Some of the work CLT have traditionally undertaken will cease and the remaining work will be delivered through existing policy and coordination functions as set out below.

In response to feedback, the University's intention regarding specific learning and teaching functions is outlined below:

Function	Response
LMS and Canvas Implementation	The implementation of the LMS, Canvas, is being managed under the Learning & Teaching Value Stream in Information Technology Services. Work and trainings to support staff is progressing and will continue as planned.

Learning & Teaching Website	The Learning and Teaching website will continue to serve as a repository for Learning and Teaching resources and provide relevant information and support for ANU Academics. The website will be updated by the ANU web team with contributions from academics across the university and coordination from the Learning and Teaching team.
ANU Extension	The administration and coordination of support for the ANU Extension program will be maintained for the duration of the contract. This work will be undertaken and coordinated by the Team Leader, ANU Engagement and Enrichment.
Education Fellowship Scheme (EFS) support and sessions	The Learning and Teaching Innovation Team will continue to support staff with EFS applications. Support and sessions will be coordinated through the Learning and Teaching team and delivered by existing Education Fellows and other teaching innovators.
Learning & Teaching Grants	The administrative support for the Learning and Teaching Grants will continue in a simplified and streamlined process, with administrative support being provided by the Learning and Teaching team.
Education design	Whilst the Education Design support through the Centre for Learning and Teaching will cease, academics will be supported through knowledge sharing, mentoring amongst academics, and resources available on the Learning and Teaching website. The work will be led by the Learning and Teaching team.
Micro-credentials and short courses LMS support	In the short term, the existing instance of the CCE Moodle site will be maintained and rebranded for short courses and micro credentials. In the longer term, it is intended for this to be brought in under the new LMS, Canvas. The work will be led by the Learning and Teaching team.
Education Training sessions / Events	To support learning and teaching across the University, select trainings and events will be run and coordinated through the new Learning and Teaching team. These will address strategically important issues and be delivered by academics and experts in relevant fields.
Professional Development Programs	To support the development of staff with responsibilities for academic oversight and those with teaching and supervisory roles in courses or units of study are equipped for their roles, select trainings will continue to be delivered in 2024 and enhanced in 2025. This work will be led by the Learning and Teaching Team, with the sessions led by academics.
Learning &Teaching Awards	The current round of VC Awards will continue and a new, streamlined process for colleges and central will aim to be developed in 2025, in conjunction with Colleges and the VC Awards Team. This work will be led through the Learning and Teaching team and in conjunction with Colleges. Minimal staffing commitment required.

Multimedia services	This service will continue. Based on feedback the University will retain the multimedia team as part of the new Learning and Teaching team. Specific details are provided in Section 5.

In response to feedback the University has also created two (2) additional roles to support the delivery of learning and teaching across the University. Details of the new positions are in Table 3 and position descriptions for these roles are provided in Appendix 2.

3. Relocation of the Admissions and Scholarships team to the Pro Vice-Chancelor (International and Future Students)

Feedback was received regarding concerns around the co-location of the Future Students and the Admissions team including:

- Risks related to admissions compliance, specifically the Higher Education Standards Framework;
- Broadening the duties of the PVC IFS to incorporate admissions rather than allowing the PVC IFS to solely focus on building a targeted recruitment strategy.

Response

Benefits of the proposed changes to co-locate the recruitment and admissions functions include end-to-end strategic oversight of recruitment and admissions within one division, and enhanced coordination on shared key issues like fraud and student experience. A recent internal audit of admissions noted the opportunity with the proposed change for these teams to better work together on StudyLink, to improve recruitment and admissions processes and the student and staff experience. Importantly, the proposed change will allow the Pro –Vice Chancellor (IFS) the necessary strategic oversite to develop a cohesive strategy for recruitment and admission to deliver on new Commonwealth Government policies related to international and domestic student managed growth.

The well-established and robust governance structures and practices at ANU mean that any admission-related non-compliance risk resulting from the proposed restructure under the HESF and other obligations is low and manageable within existing practices. At ANU, the coursework admission standards are established exclusively by the Academic Board, through the Coursework Awards Rule 2020 and the Admissions (Coursework) Procedure, and implemented by the admissions team. That is, the standards for admission to ANU cannot be fettered by any member of any team within the newly proposed structure. Changes to these standards are only possible through Academic Board approval. In addition, delegations for forced offers and admission appeals sit outside of the staffing profile within the newly proposed structure. Regular admissions reviews, frequent reporting to AQAC and Academic Board, and established quality assurance processes add further rigour and mitigate risk of non-compliance.

4. **Teams/functions proposed for relocation in the change proposal**

Feeback focused on the proposed relocation of teams and functions including:
- Concerns the proposed relocation of the Prizes function did not align with the focus of the PVC (IFS) division;
- Overall positive support for the proposed relocation of the Student Equity team allowing a more targeted strategic focus for work areas, while maintaining close collaboration within the University Experience Division;
- Overall positive feedback for the proposed relocation of the Clinical Services, providing the opportunity for improved wraparound services for students;
- Overall positive feedback for aligning the communications function across the Portfolio providing the consolidation of end-to-end current student communications.

Response

The University has carefully considered the feedback provided. Based on feedback and further review, the University has decided not to relocate the Prizes function. The University confirms the relocation of the Student Equity and Clinical Services teams as well as the alignment of student communication functions across the Portfolio.

5. **Roles in the change plan proposed for disestablishment**

Feedback was received raising concerns that some positions identified for disestablishment should be retained as they have distinctive expertise and skills critical to the University. This included:

- the strategic direction provided by the Global Programs Manager and risk mitigation to ensure the wellbeing and safety of students abroad;
- the foundational strategic requirement of the Learning and Teaching Multimedia team;
- the need for high level strategic support across the Portfolio, in particular the critical areas led by the Pro Vic-Chancellor (Learning and Teaching) and Pro Vice-Chancellor (International and Future Students).

Response

The University's intention is to minimise disruption to the University's education programs, administration and student experience while the Academic Portfolio undergoes a change to its structure and operations. The University has carefully reviewed the feedback provided in response to the Change Proposal and has undertaken a further review of positions proposed for disestablishment. Based on feedback and further review, the University has:
- Reduced the number of positions that were proposed for disestablishment of continuing professional staff positions in the Change Proposal from 43 to 40 positions.

Section 5 provides further details of positions that are being retained. They include the:

- Global Program Manager; and
- Two (2) roles within the Centre for Learning and Teaching which are being retained with a supervisory line change.

Further, the University identified one (1) additional role in CLT through the consultation period as a different funding stream and this position will be maintained and appropriately realigned.

6. Roles in the change plan proposed for creation

Feedback received included general support for the creation of roles outlined in the change proposal. Specific feedback was received regarding appropriate support provided to senior leaders in the Portfolio, and highlighting the need for consideration of additional roles in compliance and student administration areas.

Response:

Following careful review of the feedback provided and having undertaken further consideration of role creation, the University will create an additional three (3) roles in the Academic Portfolio. These roles are proposed to provide additional resources within the Exams, Graduations, Academic Progress, Prizes and Timetabling; and the Learning and Teaching team to ensure the University can continue to meet our strategic goals.

Further, following feedback the University will maintain the creation of the Senior Project Officer – PVC (Learning and Teaching) role. This role will provide the necessary strategic support for Learning and Teaching. The proposed creation of the Senior Project Officer – PVC (International and Future Students) will proceed. These roles will provide strategic support for these key strategic areas.

Section 5 provides further details of positions to be created, including roles in the Exams, Graduations, Academic Progress, Prizes and Timetabling; and the Learning and Teaching team. Position Descriptions for these roles are include at appendix 2.

7. Concerns about the management of work health and safety risks associated with the change proposal.

Feedback was received from the NTEU that the assessment of psychosocial risk in the change proposal was perfunctory, did not involve consultation with impacted workers and their health representatives, and only identified control measures in relation to two risks (poor organisational change management and lack of staff support).

Response:
The University has genuinely consulted with staff about the impact of the proposed changes, including any health and safety impacts. The University conducted a detailed psychosocial risk assessment in relation to risks associated with the change and, where risks were

identified, confirmed control measures to be put in place. The two potential risks included in the Change Proposal identify the broader risks in relation to this change and enable wider stakeholder input. The proposed changes were made available to all staff through the Renew ANU microsite and the opportunity for questions and answers were provided through Town Halls and feedback to Organisational Change. Health and Safety Representatives were also able to provide input via these channels. Through the consultation process, minor feedback was received in response to psychosocial risk and such feedback has been considered.

The University acknowledges the NTEU feedback and the feedback from our staff through the consultation process and will continue to review any hazards, risks and controls accordingly, in compliance with its legislative obligations.

Summary of feedback

Some feedback provided suggestions on future realignment opportunities and cost saving measures. These have been collated and provided to the appropriate executive lead for their consideration. We thank the university community again for the consideration and constructive feedback received.

In summary, the University thanks respondents for their thoughtful and considered feedback about the change proposal. This feedback has been taken into consideration as part of the implementation of this change.

Further details of the final change to be implemented are provided below.

5. Impacts of the change to be implemented

The University will proceed with the following changes:
- Closure of the Centre for Learning and Teaching.
- Transfer of the reporting line for the Team Leader, ANU Engagement and Enrichment to the newly established Senior Manager, Education Innovation and Development.
- Transfer of the reporting line for the Multimedia Education Communications Officer to the newly established Senior Manager, Education Innovation and Development.
- Change in the overall executive and office supports to be consistent across the Portfolio and centralise administrative support functions.
- Disestablishment of vacant positions.
- Establishment of a new Learning & Teaching team reporting to the Pro Vice-Chancellor, Learning and Teaching.
- Transfer of the communications functions to a newly established Senior Manager, Student Communications and Events who will report to the Director, University Experience within the University Experience Division.
- Establishment of a Student Conduct and Appeals Team which will include and rename the Office of the Registrar and report directly to the University Registrar.
- Transfer of Student Business Systems to report directly to the University Registrar.

- Transfer of Clinical Services into the Student Health & Wellbeing team, which is renamed from the Student Safety and Wellbeing Team.
- Transfer of Student Equity into the Inclusive and Respectful Communities Team, which is formally the Inclusive Communities and Respectful Relationships Unit.
- Transfer of Examinations, Graduations, Academic Progress, Prizes and Timetabling to the Head of Student Services and Academic Standards, formally the Director, Student Governance.
- Transfer of Student Admissions and Scholarships to Pro Vice-Chancellor, International and Future Students.

Academic Staff
- The realignment and direct transfer of one (1) fixed term positions;

Professional Staff
- The disestablishment of forty (40) continuing positions;
- The disestablishment of six (6) vacant continuing positions;
- The disestablishment of five (5) fixed term professional staff positions.
- The realignment and direct transfer of nineteen (19) continuing positions;
- The creation and filling of fourteen (14) new positions.

Details of the positions to be disestablished are provided in **Table 1**. Details of positions to be realigned and transferred are provided in **Table 2**. Details of new positions to be created are provided in **Table 3.** Position descriptions for these roles are included at appendix 2.

Table 1: Positions confirmed to be disestablished

Position title	Level/position status	Confirmed occupant impact	No. of positions
Dean of Students			
Executive Assistant, Dean of Students	ANUO5	Declared surplus	1
Office of the Deputy Vice-Chancellor, Academic			
Senior Advisor, Student and University Experience	Senior Manager 2	Declared surplus	1
Business Manager, SUE	Senior Manager 1	Declared surplus	1
Centre for Learning and Teaching			
Director, Centre for Learning and Teaching	Senior Manager 4	Declared surplus	1
Manager, Education Program and Professional Learning	Senior Manager 1	Declared surplus	1
Team Leader, Professional Learning	ANUO8	Declared surplus	1
Professional Learning Specialist	ANUO6/7	Declared surplus	2
Program Support Officer	ANUO5	N/A Vacant	2
Manager, Operations	Senior Manager 1	Declared surplus	1
Senior Centre Administrator	ANUO6/7	Declared surplus	1
Senior Program Support Officer	ANUO6/7	Declared surplus	1
Events and Programs Support Officer	ANUO6/7	Declared surplus	1
Program Support Officer	ANUO5	Declared surplus	3
Digital Support Coordinator	ANUO6/7	Declared surplus	1
Associate Director, Education Design	Senior Manager 2	Declared surplus	1

Senior Educational Designer	ANUO8	Declared surplus	2
Educational Designer	ANUO6/7	Declared surplus	6
Education Technologist	ANUO5	Declared surplus	2
Education Technologist	ANUO5	N/A Vacant	1
Senior Learning Technologist	ANUO8	Declared surplus	1
Manager, Education Communities	Senior Manager 1	Declared surplus	1
Team Leader, Digital Communications	ANUO8	Declared surplus	1
Communications Coordinator	ANUO6/7	Declared surplus	1
Communications Specialist	ANUO6/7	Declared surplus	2
Team Leader, Education Advancement	ANUO8	Declared surplus	1
Senior Education Advancement Officer	ANUO6/7	Declared surplus	1
Communication Specialist	ANUO6/7	N/A Vacant	1
University Experience Division			
Head of Clinical Services	Senior Manager 3	Declared surplus	1
Administration Assistant, Respectful Relationships	ANUO4	Declared surplus	1
Practice Lead, Sexual Misconduct	Senior Manager 1	N/A Vacant	1
Administration Officer, Accessibility	ANUO5	Declared surplus	1
Executive Officer, University Experience	ANUO8	Declared surplus	1
Division of Student Administration and Academic Services			
Director, Student Administration	Senior Manager 3	Declared surplus	1
Business Manager, DSAAS	Senior Manager 1	Declared surplus	1
Deputy Manager, Exams, Graduations, Academic Progress and Prizes	ANUO8	Declared surplus	1
Senior Timetabling Officer	ANUO6/7	Declared surplus	1
ANU International Office			
Office and Events Administrator	ANUO5	N/A Vacant	1
Coordinator, Strategic Analysis and Briefings	ANUO6/7	N/A Vacant	1
Future Students			
Executive Assistant, Future Students	ANUO6/7	Declared surplus	1
		TOTAL	**51**

Table 2: Realigned and directly transferred positions

Position title	Level/position status	Confirmed Occupant impact	No. of Positions
Division of Student Administration and Academic Services			
Associate Director, Systems Development	Senior Manager 2	Reporting line change	1
Associate Director, Academic Services	Senior Manager 2	Reporting line change	1
Deputy Manager, Student Central	ANUO8	Reporting line change	1
Manager, Appeals and Integrity	Senior Manager 1	Reporting line change	1
Communications Officer, DSAAS	ANUO6/7	Reporting line change – University Experience	1
Associate Director, Admissions and Scholarships	Senior Manager 2	Reporting line change - PVCIFS	1
Director, Student Governance	Senior Manager 3	Title change –Head of Student Services and Academic Standards	1

Deputy Manager, Projects	ANUO8	Title change – Senior Project Officer, DSAAS	1
EA/Project Officer, DSAAS	ANUO6/7	Title change – Project Officer, DSAAS	1
Office of the Deputy Vice-Chancellor, Academic			
Executive Officer, Academic Portfolio	ANUO8	Reporting line and title change - Executive Officer, ODVCA	1
Senior Advisor, Academic	Senior Manager 2	Title change – Senior Advisor, ODVCA	1
Executive Assistant	ANUO6/7	Reporting line and title change – Executive Support Officer, ODVCA	1
Communications and Engagement Manager	ANUO8	Reporting line and title change – Engagement Manager, ODVCA	1
Education Senior Project Manager	Senior Manager 2	Reporting line and title change – Senior Manager, Education Innovation and Development, PVCLT	1
Senior Lecturer (CT)	Academic Level C	Reporting line change - PVCLT	1
Pro Vice-Chancellor, Learning and Teaching			
Team Leader, ANU Engagement and Enrichment	ANUO8	Reporting line change - Senior Manager, Education Innovation and Development	1
Multimedia Education Communications Officer	ANUO6/7	Reporting line change - Senior Manager, Education Innovation and Development	2
Educational Designer	ANUO6/7	Reporting line change – Learning Value Stream, ITS	1
University Experience Division			
Assistive Technology Officer	ANUO6/7	Reporting line change - Senior Manager, Education Innovation and Development	1
Deputy Manager, Student Equity	ANUO8	Reporting line change	1
Deputy Manager, Student Communications and Events	ANUO8	Reporting line change	1
Nurse Practitioner	Senior Manager 1	Reporting line change	2
Health and Wellbeing Operations Coordinator	ANUO6/7	Reporting line change	1
		TOTAL	25

Table 3: New positions open to EOI process

Position title	Level	Position type (continuing/fixed term)	No. of Positions
Academic Case Officer, Dean of Students	ANUO6/7	Continuing	1
Senior Manager, Student Conduct and Appeals	Senior Manager 2	Continuing	1
Manager, Student Conduct Policies	Senior Manager 1	Continuing	1
Senior Appeals and Integrity Officer	ANUO6/7	Continuing	2
Senior Project Officer, Learning and Teaching	ANUO8	Continuing	1
Senior Project Officer, International and Future Students	ANUO8	Continuing	1

Senior Manager, Student Communications and Events	Senior Manager 2	Continuing	1
Manager, Exams, Graduations, Academic Progress and Prizes	Senior Manager 1	Continuing	1
Manager, Student Hub	Senior Manager 1	Continuing	1
Administration Officer, Education Innovation and Development	ANUO5	Continuing	2
Senior Compliance Officer	ANUO6/7	Continuing	1
Administration Officer, EGAPPT	ANUO5	Continuing	1
		TOTAL	14

Impact on casualisation

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

6. Management of psychosocial risk and workloads

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

In response to these potential risks, the following control measures will continue to be applied to support staff affected by the implementation process:

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 impacted staff, including the opportunity to bring a support person/union representative. - Provide a townhall meeting to affected staff about the change including the 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 and redeployment.
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. • Dedicated line of communication for Leaders to seek advice from P&C on issues potentially affecting their staff

Management of workloads

As a result of the implementation of this change it has been identified that some work will no longer continue, while other work will be redistributed to different areas within the portfolio. Disestablishment of roles reflects where work will be substantively ceasing or reduction in work volume, and the impact on existing position is set out in Section 5 'Impact of the change to be implemented'. In support of the changed work requirements, fourteen (14) new positions are being created. These are also set out in Section 5. As part of the implementation of these changes, workload allocations will be reviewed and/or redesigned to ensure they are equitable, transparent, sustainable, not substantively increased and do not present risks to health and safety of staff.

7. Change principles

The objective of this document is to enable the University to implement this change in consultation with directly affected staff and unions within the ANU College of Health and Medicine, 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.

8. Implementation of the change

The following phased approach will apply in implementing this change:

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. Options for staff and to mitigate impacts upon the staff member can be raised and discussed.

Phase 2 – Recruitment and appointment – Internal Expression of Interest (EOI)

An Internal Expression of Interest process will be conducted for positions identified in Table 4. Eligible staff members will be notified of this during phase 1. Where an EOI process is required, affected staff will be invited to lodge applications for positions. Details of the application process will be provided to eligible staff. The selection process will include a formal selection panel and interviews may be held.

Phase 3 - 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. All options to minimise termination for involuntary redundancy will be identified and adopted where reasonably possible. As part of that process staff will have five working days to consider and express interest in the options contained in Clause 70.16 of the Enterprise Agreement (including permanent transfer, redeployment, voluntary conversions to part-time work, pre-retirement contract and voluntary separation). 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 4 – 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 5 – 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 6 - 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.

The University is committed to consulting with affected staff and their union/s about this implementation plan in accordance with the organisational change provisions under Clauses

69 and 70 of the Enterprise Agreement. In consulting with affected staff, the University will provide the opportunity to affected staff and unions to comment on this implementation plan.

This document will be made available on the Renew ANU site for the information of:
- Directly affected staff and relevant unions
- Other University Staff
- University students
- ANUSA
- Other relevant stakeholders as required.

The timeline for this change is set out below.

Activity	Dates and status
Meetings with directly affected staff	15 & 16 October 2024 [COMPLETED]
Portfolio Address	17 October 2024 [COMPLETED]
Release of the proposal to staff, union/s and other stakeholders	17 October 2024 [COMPLETED]
Consultation Period Commences	17 October 2024 [COMPLETED]
ANU wide Expenditure Taskforce financial information provided	22 October 2024 [COMPLETED]
Portfolio Townhall Q&A	25 October 2024 [COMPLETED]
Close of Consultation period	31 October 2024 [COMPLETED]
Collation of feedback from Consultation and preparation of Implementation Plan	From 1 November 2024
Update on ANU wide Expenditure Taskforce seeking feedback and information about non-salary savings	12 November 2024 [COMPLETED]
Release of Implementation Plan	25 November 2024
Proposed commencement of Implementation Plan	4 December 2024

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: ANU Policy Library - Procedure - Union and Staff representation.

10. Where can I seek support?

Staff seeking 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) **Amanda Morrison** - Ext 52211 (Wednesday)	Advisers to Staff	staff.adviser@anu.edu.au
Employee Assistance Providers	Assure Relationships Australia	1800 808 374 (02) 6122 7100

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

Name	Position	Contact details
Tim Gray	Head, HR Business Partnering	tim.gray@anu.edu.au
James Duncan	Manager, Workforce Planning and Organisational Change.	org.change@anu.edu.au

Appendix 1 – Current and future organisational structure
Appendix 2 – Position descriptions for new roles

Appendix 1: Current and future organisational structure

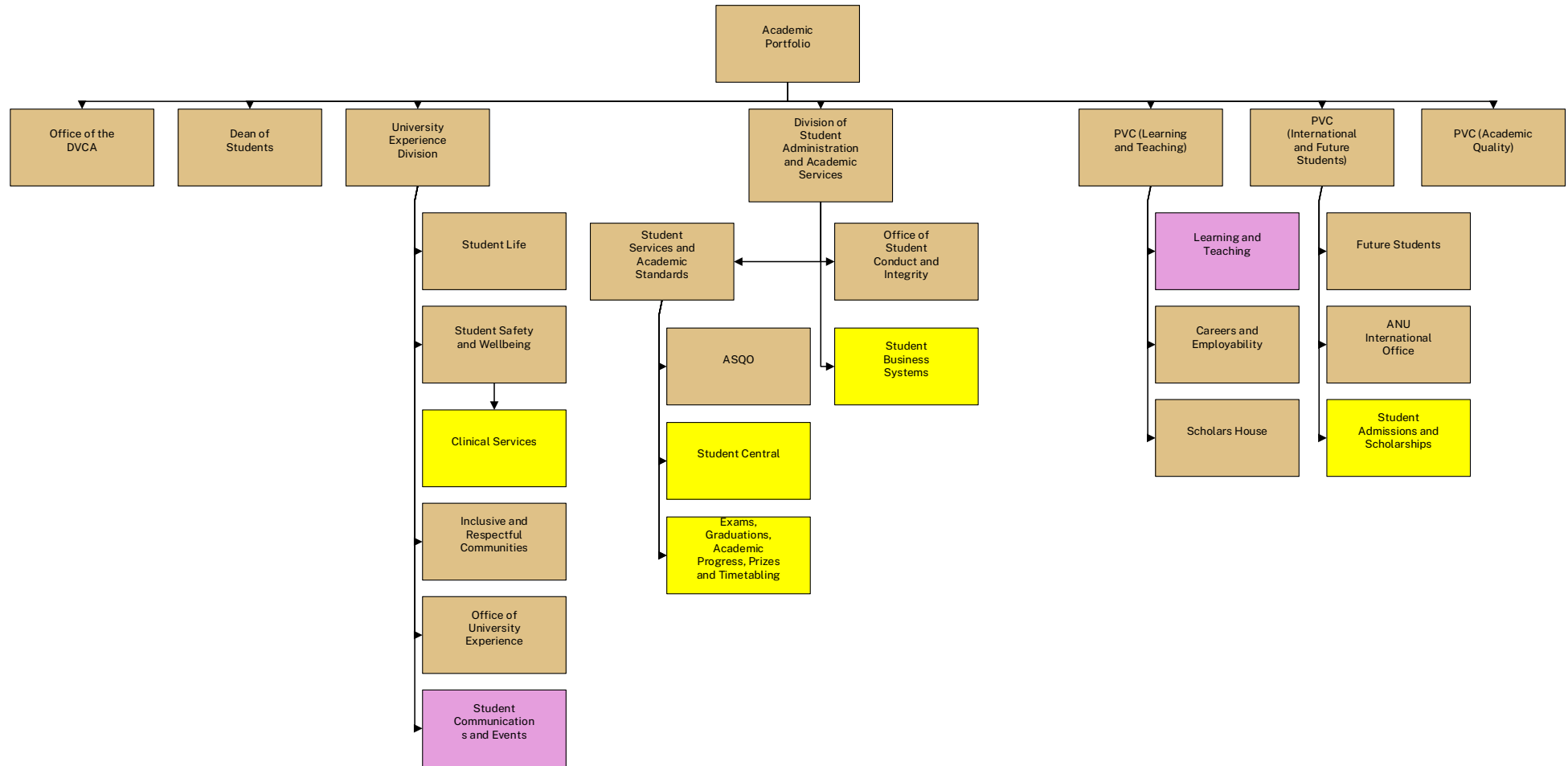### Current state – DVC (Academic)
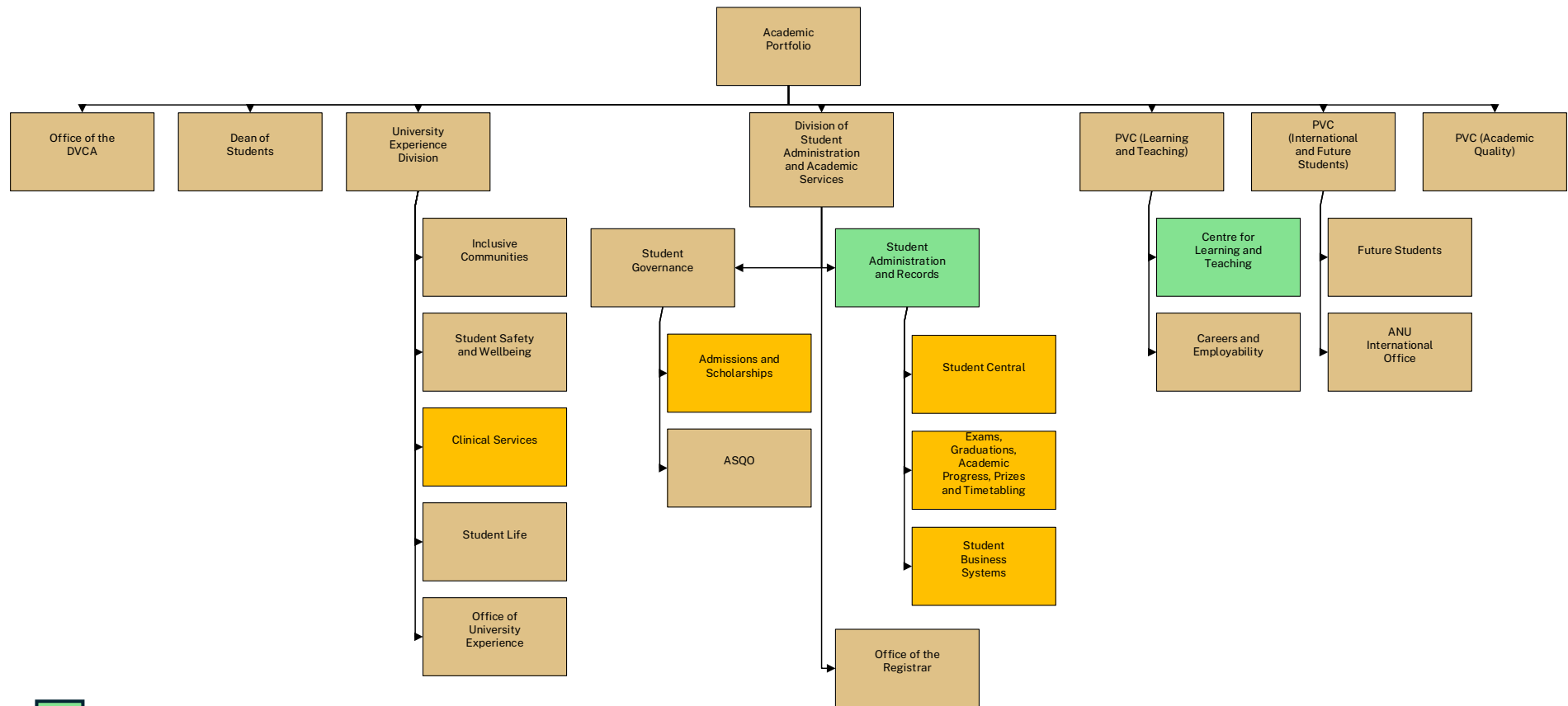
Legend:
- 🟩 – Position disestablished – declared surplus
- 🟧 – Reporting line to change
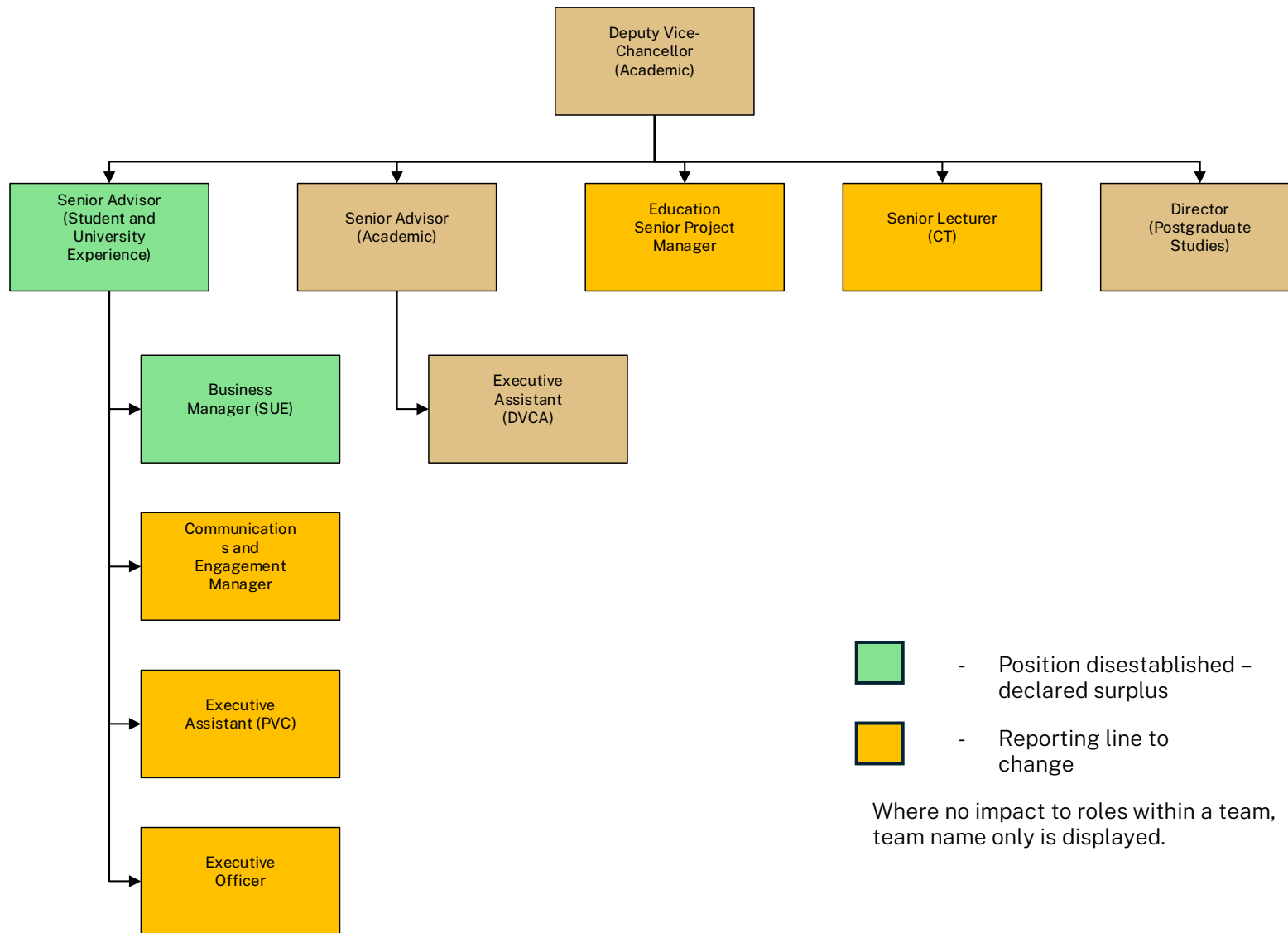
Where no impact to roles within a team, team name only is displayed.

Future state – DVC (Academic)

```
                                        Academic
                                        Portfolio
```
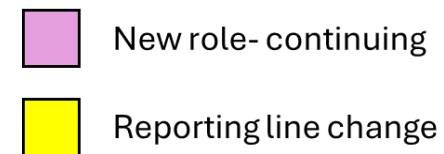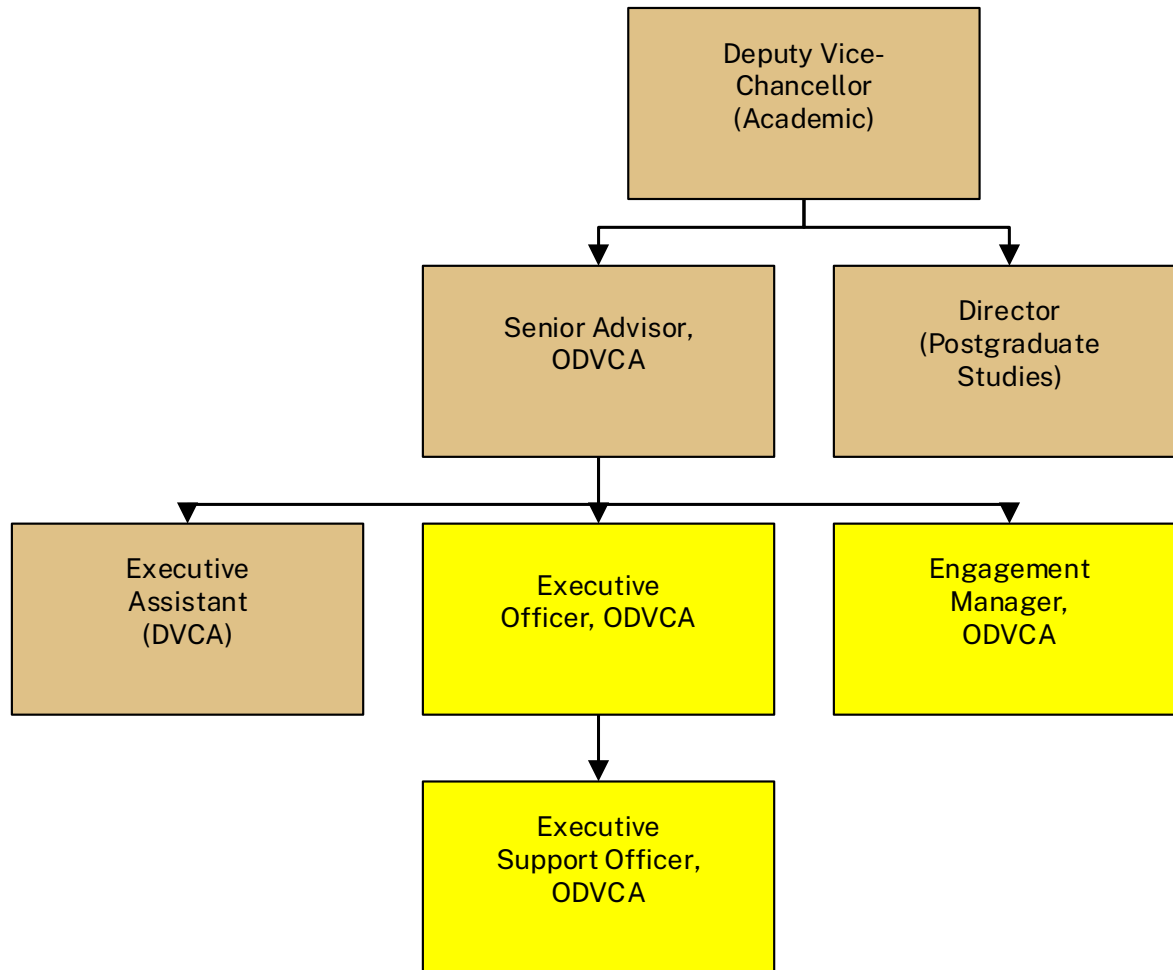
- **Office of the DVCA**
- **Dean of Students**
- **University Experience Division**
  - Student Life
  - Student Safety and Wellbeing
    - Clinical Services
  - Inclusive and Respectful Communities
  - Office of University Experience
  - Student Communications and Events
- **Division of Student Administration and Academic Services**
  - Student Services and Academic Standards
    - ASQO
    - Student Central
    - Exams, Graduations, Academic Progress, Prizes and Timetabling
  - Office of Student Conduct and Integrity
    - Student Business Systems
- **PVC (Learning and Teaching)**
  - Learning and Teaching
  - Careers and Employability
  - Scholars House
- **PVC (International and Future Students)**
  - Future Students
  - ANU International Office
  - Student Admissions and Scholarships
- **PVC (Academic Quality)**

Legend:
- New role- continuing
- Reporting line change

Current State – Office of the DVC (Academic)

Deputy Vice-Chancellor (Academic)

- Senior Advisor (Student and University Experience)
  - Business Manager (SUE)
  - Communications and Engagement Manager
  - Executive Assistant (PVC)
  - Executive Officer
- Senior Advisor (Academic)
  - Executive Assistant (DVCA)
- Education Senior Project Manager
- Senior Lecturer (CT)
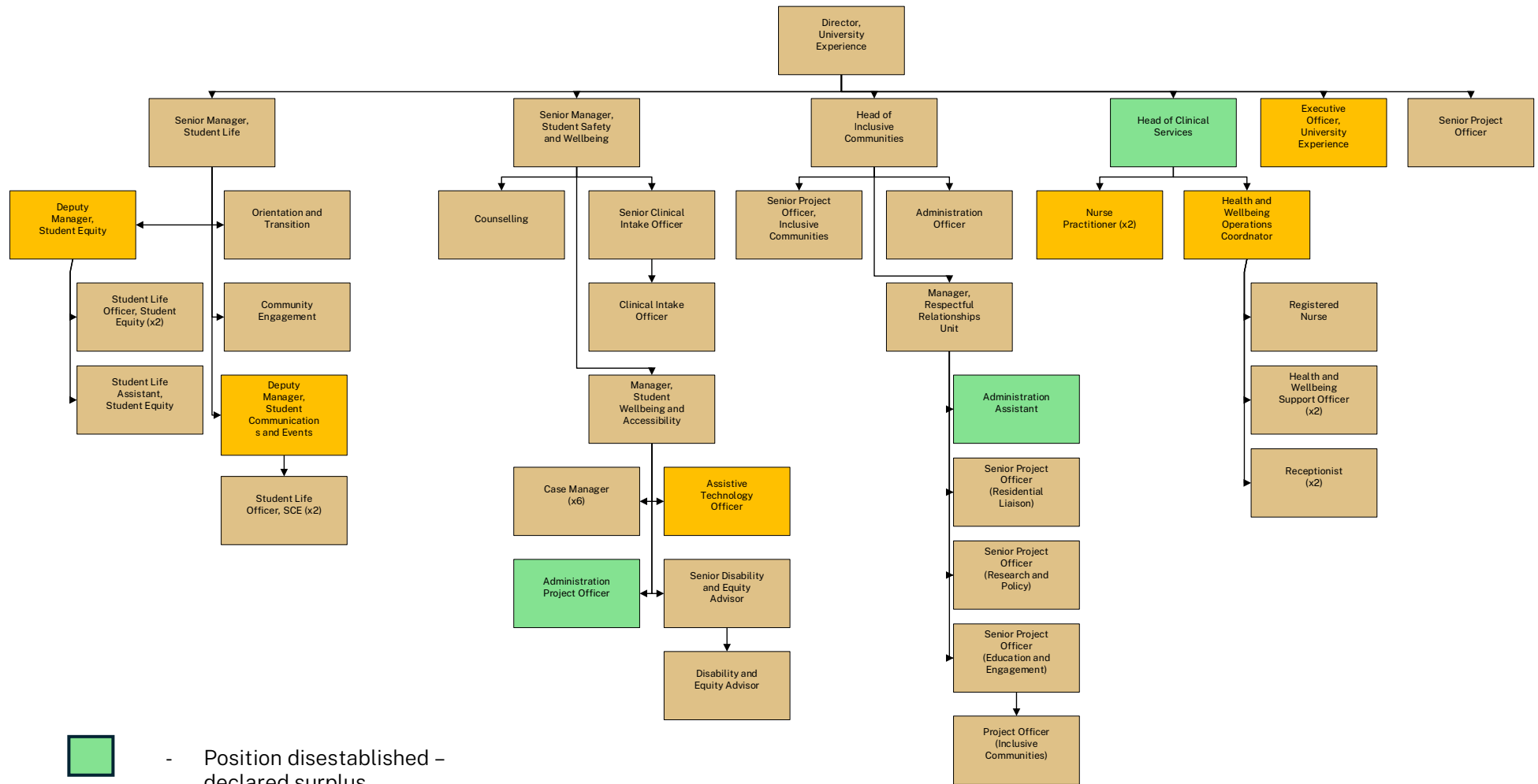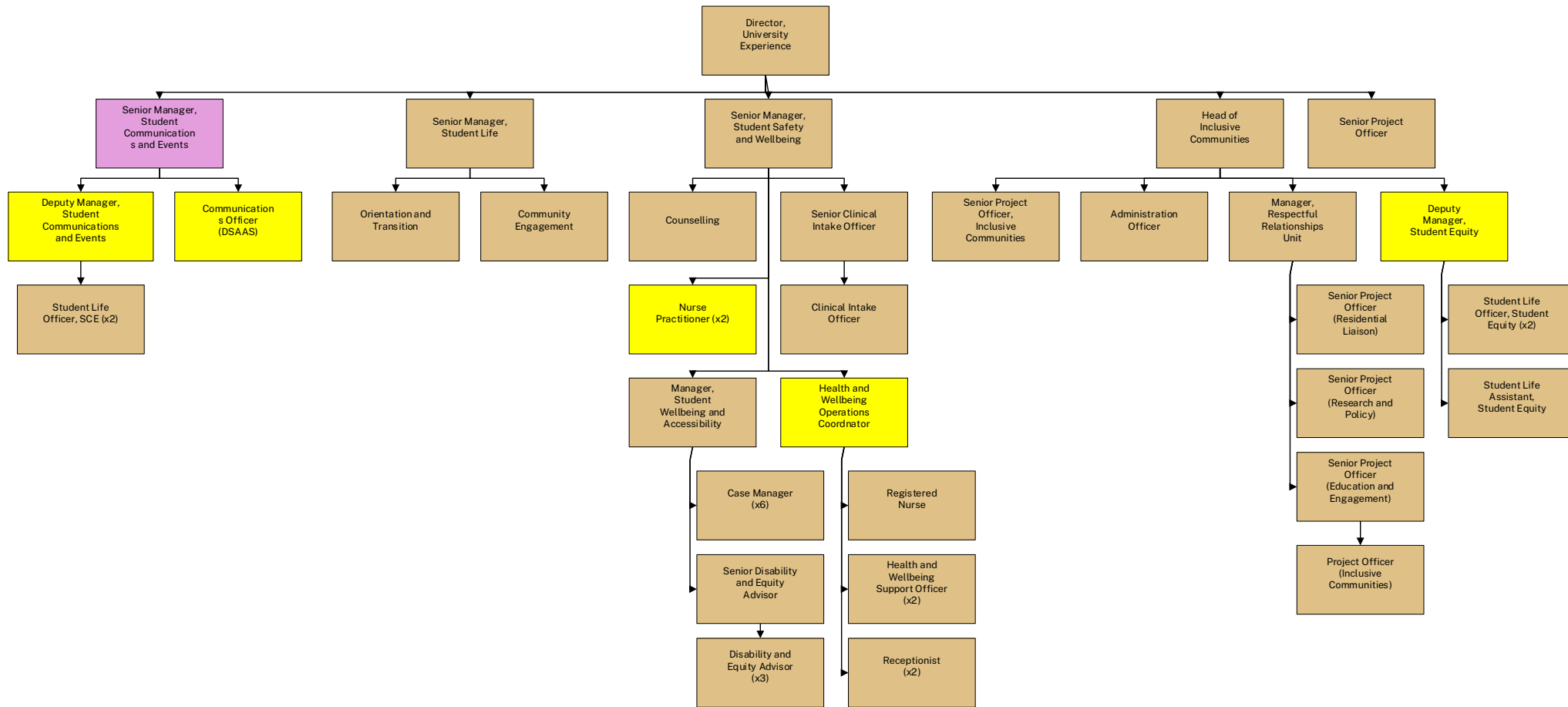- Director (Postgraduate Studies)

Legend:

- 🟩 Position disestablished – declared surplus
- 🟧 Reporting line to change

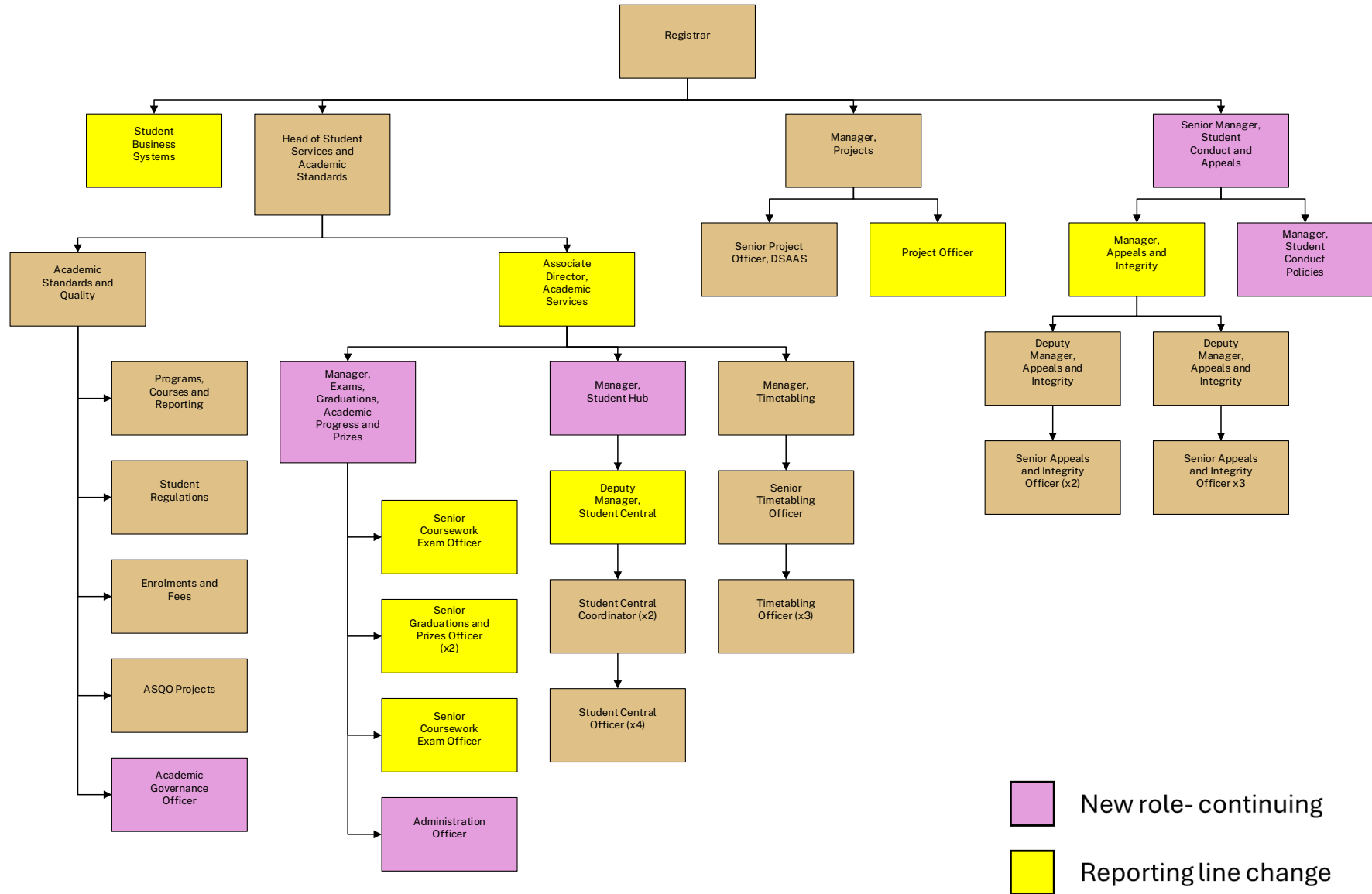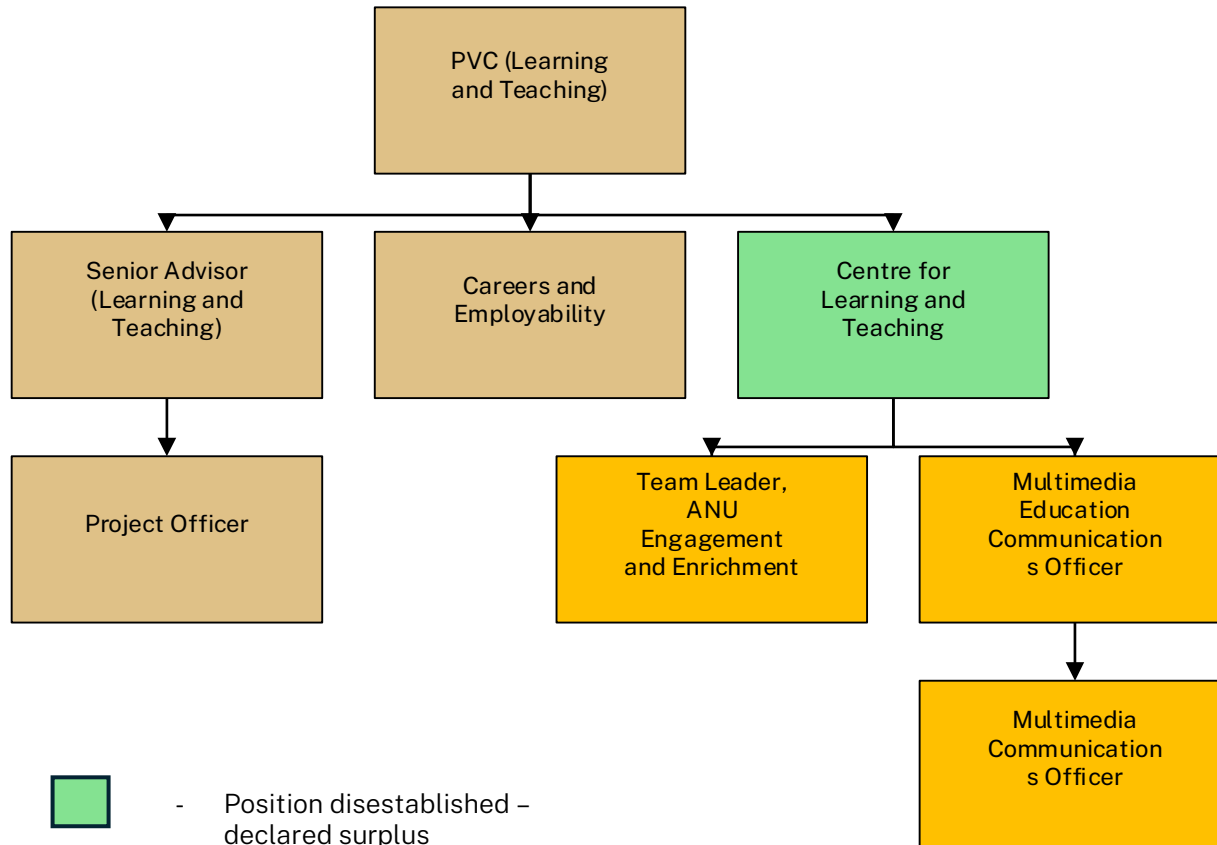Where no impact to roles within a team, team name only is displayed.

Future state – Office of the DVC (Academic)


```
                    ┌─────────────────────┐
                    │   Deputy Vice-      │
                    │   Chancellor        │
                    │   (Academic)        │
                    └─────────────────────┘
                              │
              ┌───────────────┴───────────────┐
              ▼                                ▼
    ┌─────────────────┐              ┌─────────────────┐
    │ Senior Advisor, │              │    Director      │
    │    ODVCA        │              │  (Postgraduate   │
    │                 │              │   Studies)       │
    └─────────────────┘              └─────────────────┘
              │
    ┌─────────┼──────────────────────────┐
    ▼         ▼                          ▼
┌─────────┐ ┌─────────────┐   ┌─────────────────┐
│Executive│ │  Executive  │   │   Engagement    │
│Assistant│ │ Officer,    │   │   Manager,      │
│ (DVCA)  │ │  ODVCA      │   │   ODVCA         │
└─────────┘ └─────────────┘   └─────────────────┘
                  │
                  ▼
          ┌─────────────┐
          │  Executive  │
          │  Support    │
          │  Officer,   │
          │  ODVCA      │
          └─────────────┘
```

Legend:

- New role- continuing
- Reporting line change

Current state - University Experience Division

Director, University Experience

- Senior Manager, Student Life
  - Deputy Manager, Student Equity
    - Student Life Officer, Student Equity (x2)
    - Student Life Assistant, Student Equity
  - Orientation and Transition
  - Community Engagement
  - Deputy Manager, Student Communications and Events
    - Student Life Officer, SCE (x2)

- Senior Manager, Student Safety and Wellbeing
  - Counselling
  - Senior Clinical Intake Officer
    - Clinical Intake Officer
    - Manager, Student Wellbeing and Accessibility
      - Case Manager (x6)
      - Assistive Technology Officer
      - Administration Project Officer
      - Senior Disability and Equity Advisor
        - Disability and Equity Advisor

- Head of Inclusive Communities
  - Senior Project Officer, Inclusive Communities
  - Administration Officer
  - Manager, Respectful Relationships Unit
    - Administration Assistant
    - Senior Project Officer (Residential Liaison)
    - Senior Project Officer (Research and Policy)
    - Senior Project Officer (Education and Engagement)
    - Project Officer (Inclusive Communities)

- Head of Clinical Services
  - Nurse Practitioner (x2)
  - Health and Wellbeing Operations Coordnator
    - Registered Nurse
    - Health and Wellbeing Support Officer (x2)
    - Receptionist (x2)

- Executive Officer, University Experience

- Senior Project Officer

Legend:

- Green — Position disestablished – declared surplus
- Orange — Reporting line to change

Where no impact to roles within a team, team name only is displayed.

Future state - University Experience Division

Director, University Experience

- **Senior Manager, Student Communications and Events**
  - Deputy Manager, Student Communications and Events
    - Student Life Officer, SCE (x2)
  - Communications Officer (DSAAS)
- **Senior Manager, Student Life**
  - Orientation and Transition
  - Community Engagement
- **Senior Manager, Student Safety and Wellbeing**
  - Counselling
    - Nurse Practitioner (x2)
    - Manager, Student Wellbeing and Accessibility
      - Case Manager (x6)
      - Senior Disability and Equity Advisor
      - Disability and Equity Advisor (x3)
  - Senior Clinical Intake Officer
    - Clinical Intake Officer
    - Health and Wellbeing Operations Coordnator
      - Registered Nurse
      - Health and Wellbeing Support Officer (x2)
      - Receptionist (x2)
- **Head of Inclusive Communities**
  - Senior Project Officer, Inclusive Communities
  - Administration Officer
  - Manager, Respectful Relationships Unit
    - Senior Project Officer (Residential Liaison)
    - Senior Project Officer (Research and Policy)
    - Senior Project Officer (Education and Engagement)
      - Project Officer (Inclusive Communities)
  - Deputy Manager, Student Equity
    - Student Life Officer, Student Equity (x2)
    - Student Life Assistant, Student Equity
- **Senior Project Officer**

Legend:
- New role- continuing
- Reporting line change

Current state – Division of Student Administration and Academic Services

Registrar

Director, Student Governance
- Academic Standards and Quality
  - Programs, Courses and Reporting
  - Student Regulations
  - Enrolments and Fees
  - ASQO Projects
- Associate Director, Admissions and Scholarships
  - Admissions Solutions Analyst
  - Manager, Coursework Scholarships
    - Deputy Manager, Coursework Scholarships
      - Senior Coursework Scholarship Officer (x3)
        - Coursework Scholarships Officer (x2)
  - Manager, Admissions
    - Deputy Manager, Postgraduate
      - Team Coordinator (x3)
        - Admissions Officer (x10)
    - Deputy Manager, Undergraduate
      - Team Coordinator (x3)
        - Admissions Officer (x9)
    - Deputy Manager, Acceptance
      - Team Coordinator
        - Admissions Officer (x5)

Director, Student Administration
- Associate Director, Academic Services
  - Deputy Manager, Exams, Graduations, Academic Progress and Prizes
    - Senior Coursework Exam Officer
    - Senior Graduations and Prizes Officer (x2)
    - Senior Coursework Exam Officer
  - Deputy Manager, Student Central
    - Student Central Coordinator (x2)
      - Student Central Officer (x4)
  - Manager, Timetabling
    - Senior Timetabling Officer
      - Senior Timetabling Officer
        - Timetabling Officer (x3)
- Student Business Systems

Manager, Projects
- Deputy Manager, Projects
  - Communications Officer (DSAAS)

Business Manager
- EA/Project Officer

Manager, Appeals and Integrity
- Deputy Manager, Appeals and Integrity
  - Senior Appeals and Integrity Officer (x2)
- Deputy Manager, Appeals and Integrity
  - Senior Appeals and Integrity Officer
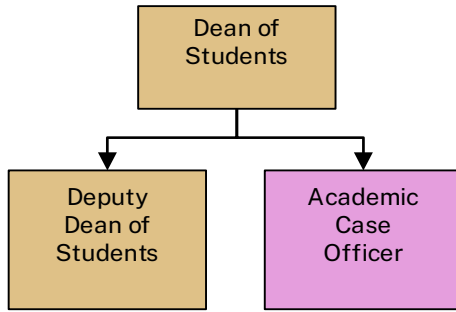
Legend:
- [Green] Position disestablished – declared surplus
- [Orange] Reporting line to change

Where no impact to roles within a team, team name only is displayed.

Future state – Division of Student Administration and Academic Services

Registrar

- Student Business Systems
- Head of Student Services and Academic Standards
  - Academic Standards and Quality
    - Programs, Courses and Reporting
    - Student Regulations
    - Enrolments and Fees
    - ASQO Projects
    - Academic Governance Officer
  - Associate Director, Academic Services
    - Manager, Exams, Graduations, Academic Progress and Prizes
      - Senior Coursework Exam Officer
      - Senior Graduations and Prizes Officer (x2)
      - Senior Coursework Exam Officer
      - Administration Officer
    - Manager, Student Hub
      - Deputy Manager, Student Central
        - Student Central Coordinator (x2)
          - Student Central Officer (x4)
    - Manager, Timetabling
      - Senior Timetabling Officer
        - Timetabling Officer (x3)
- Manager, Projects
  - Senior Project Officer, DSAAS
  - Project Officer
- Senior Manager, Student Conduct and Appeals
  - Manager, Appeals and Integrity
    - Deputy Manager, Appeals and Integrity
      - Senior Appeals and Integrity Officer (x2)
    - Deputy Manager, Appeals and Integrity
      - Senior Appeals and Integrity Officer x3
  - Manager, Student Conduct Policies

Legend:
- New role- continuing
- Reporting line change

Current state – PVC (Learning and Teaching)

```
                        ┌─────────────────────┐
                        │   PVC (Learning     │
                        │   and Teaching)     │
                        └─────────┬───────────┘
          ┌───────────────────────┼───────────────────────┐
          ▼                       ▼                       ▼
┌──────────────────┐   ┌──────────────────┐   ┌──────────────────┐
│  Senior Advisor  │   │  Careers and     │   │  Centre for      │
│  (Learning and   │   │  Employability   │   │  Learning and    │
│  Teaching)       │   │                  │   │  Teaching        │
└────────┬─────────┘   └──────────────────┘   └────────┬─────────┘
         ▼                                   ┌──────────┴──────────┐
┌──────────────────┐              ▼                      ▼
│  Project Officer │       ┌──────────────┐      ┌──────────────┐
│                  │       │ Team Leader, │      │ Multimedia   │
│                  │       │ ANU          │      │ Education     │
│                  │       │ Engagement   │      │ Communication │
│                  │       │ and Enrichment│     │ s Officer     │
└──────────────────┘       └──────────────┘      └──────┬───────┘
                                                        ▼
                                                 ┌──────────────┐
                                                 │ Multimedia   │
                                                 │ Communication│
                                                 │ s Officer    │
                                                 └──────────────┘
```

🟩	- Position disestablished – declared surplus
🟧	- Reporting line to change

Where no impact to roles within a team, team name only is displayed.

Future state – PVC (Learning and Teaching)

Organisational chart:

- **PVC (Learning and Teaching)**
  - Careers and Employability
  - Senior Manager, Education Innovation and Development
    - Administration Officer x2
    - Assistive Technology Officer
    - Multimedia Education Communications Officer
      - Multimedia Communications Officer
    - Team Leader, ANU Engagement and Enrichment
  - Senior Lecturer (CT)
  - Senior Advisor (Learning and Teaching)
    - Senior Project Officer (Learning and Teaching)
    - Project Officer

Legend:
- New role - continuing (pink)
- Reporting line change (yellow)

Current state – PVC (International and Future Students)

PVC (International and Future Students)

Director, ANU International Office

Director, Future Students

Office and Events Administrator

Senior Manager, Global Programs

Manager, Strategic Analysis and Briefings

Senior Manager, International Partnership Development

Senior Manager, International Partnerships Development

Executive Assistant

Associate Director, Future Students (Domestic)

Associate Director, Future Students (International)

Manager, Global Programs

Coordinator, Strategic Analysis and Briefings (x3)

Manager, Foreign Arrangements and Compliance

Senior Manager, Marketing and Events

Program Coordinator (Domestic)

Manager, International Stakeholder Engagement

Senior Manager, International Development

Manager, Communications and Events

Manager, International Development

Events and Communications Officer

Coordinator, International Partnerships and Compliance (x2)

Project Support Officer

Future Student Enquiries

International Business Development Officer

Regional Manager (South East Asia)

Regional Manager (The Americas and Europe)

International Marketing and Recruitment Officer

Coordinator Global Programs (x2)

Team Leader, Future Student Enquiries

Future Student Manager (Undergraduate)

Senior Coordinator, International Stakeholder Engagement

Senior Regional Manager (Mekong)

Senior Regional Manager (Indonesia)

Coordinator, Global Programs

Core Enquiry Officer (x3)

Future Student Coordinator (x3)

Senior Coordinator, International Stakeholder Engagement

Regional Officer (Vietnam)

Regional Officer (Indonesia)

Grants and Systems Officer

Future Student Manager (Postgraduate)

International Agent Officer

Senior Regional Manager (South Asia)

Manager, International Development (North Asia)

Future Student Coordinator (Postgraduate)

Senior Regional Officer (South Asia) (x3)

Senior Regional Manager (China)

Regional Officer (China) (x2)

Regional Manager (Middle East, North Africa and Pakistan)

Regional Manager (Australia and New Zealand)

- Position disestablished – declared surplus

- Reporting line to change

Where no impact to roles within a team, team name only is displayed.

Future state – PVC (International and Future Students) (Part 1/2)

```
PVC (International and Future Students)
├── Senior Project Officer (International and Future Students)
├── Director, ANU International Office
│   ├── Manager, Strategic Analysis and Briefings
│   │   └── Coordinator, Strategic Analysis and Briefings (x3)
│   ├── Senior Manager, International Partnership Development
│   │   └── Manager, Foreign Arrangements and Compliance
│   │       └── Coordinator, International Partnerships and Compliance (x2)
│   ├── Senior Manager, International Partnerships Development
│   └── Senior Manager, Global Programs
│       └── Manager, Global Programs
│           ├── Events and Communications Officer
│           ├── Coordinator Global Programs (x2)
│           └── Coordinator, Global Programs
│               └── Grants and Systems Officer
├── Associate Director, Admissions and Scholarships
│   ├── Admissions Solutions Analyst
│   ├── Manager, Coursework Scholarships
│   │   └── Deputy Manager, Coursework Scholarships
│   │       └── Senior Coursework Scholarship Officer (x3)
│   │           └── Coursework Scholarships Officer (x2)
│   └── Manager, Admissions
│       ├── Deputy Manager, Undergraduate
│       │   └── Team Coordinator (x3)
│       │       └── Admissions Officer (x9)
│       ├── Deputy Manager, Postgraduate
│       │   └── Team Coordinator (x3)
│       │       └── Admissions Officer (x10)
│       └── Deputy Manager, Acceptance
│           └── Team Coordinator
│               └── Admissions Officer (x5)
└── Future Students
```

Legend:
- New role- continuing (pink/magenta)
- Reporting line change (yellow)

Future state – PVC (International and Future Students) (Part 2/2)

PVC (International and Future Students)

Continued previous diagram
- Admissions and Scholarships
- ANU International Office

Director, Future Students

Associate Director, Future Students (Domestic)
- Senior Manager, Marketing and Events
  - Project Support Officer
  - Team Leader, Future Student Enquiries
  - Core Enquiry Officer (x3)
- Program Coordinator (Domestic)
  - Future Student Enquiries
  - Future Student Manager (Undergraduate)
  - Future Student Coordinator (x3)
  - Future Student Manager (Postgraduate)
  - Future Student Coordinator (Postgraduate)

Associate Director, Future Students (International)
- Manager, International Stakeholder Engagement
  - International Business Development Officer
  - Senior Coordinator, International Stakeholder Engagement
  - Senior Coordinator, International Stakeholder Engagement
  - International Agent Officer
- Senior Manager, International Development
  - Regional Manager (South East Asia)
  - Senior Regional Manager (Mekong)
  - Regional Officer (Vietnam)
  - Senior Regional Manager (South Asia)
  - Senior Regional Officer (South Asia) (x3)
  - Regional Manager (Middle East, North Africa and Pakistan)
  - Regional Manager (The Americas and Europe)
  - Senior Regional Manager (Indonesia)
  - Regional Officer (Indonesia)
  - Manager, International Development (North Asia)
  - Senior Regional Manager (China)
  - Regional Officer (China) (x2)
  - Regional Manager (Australia and New Zealand)
- Manager, International Development
- Manager, Communications and Events
  - International Marketing and Recruitment Officer

Legend:
- New role- continuing
- Reporting line change

Current state – PVC (Academic Quality)

PVC
(Academic
Quality)

↓

Executive Officer,
Academic Quality

- Position disestablished –
  declared surplus

- Reporting line to
  change

Where no impact to roles within a team,
team name only is displayed.

Current state – PVC (Academic Quality)

```
      PVC
   (Academic
    Quality)
        |
        v
 Executive Officer,
 Academic Quality
```
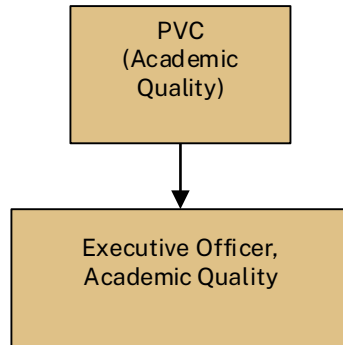
☐ New role- continuing

☐ Reporting line change

Current state – Dean of Students
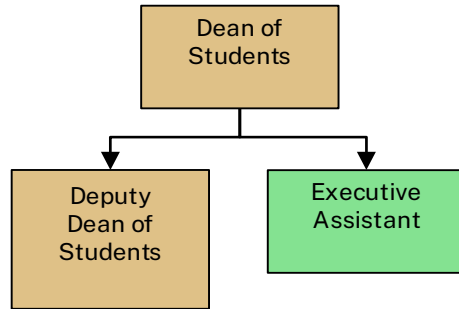
```
        ┌──────────────┐
        │   Dean of    │
        │   Students   │
        └──────┬───────┘
         ┌─────┴──────┐
         ▼            ▼
  ┌───────────┐  ┌───────────┐
  │  Deputy   │  │ Executive │
  │  Dean of  │  │ Assistant │
  │  Students │  │           │
  └───────────┘  └───────────┘
```

- Position disestablished – declared surplus

- Reporting line to change

Where no impact to roles within a team, team name only is displayed.

Future state – Dean of Students

```
        ┌──────────────┐
        │   Dean of    │
        │   Students   │
        └──────┬───────┘
         ┌─────┴─────┐
         ▼           ▼
┌──────────────┐ ┌──────────────┐
│   Deputy     │ │   Academic   │
│   Dean of    │ │     Case     │
│   Students   │ │   Officer    │
└──────────────┘ └──────────────┘
```

■ New role- continuing

■ Reporting line change

Appendix 2 – Position descriptions for new roles

Australian National University	# Position Description

College/Division:	Deputy Vice-Chancellor (Academic)
Department/Unit:	Dean of Students
Position Title:	Academic Case Officer
Classification:	ANU Officer Grade 6/7
Position No:	NEW
Responsible to:	Dean of Students
Number of positions that report to this role:	N/A
Delegation(s) Assigned:	N/A

PURPOSE STATEMENT:

The Dean of Students is within the Deputy Vice-Chancellor (Academic) Portfolio. They provide confidential, impartial advice and can help to resolve problems by acting as a neutral intermediary between students and the academic or administrative areas of the University.

Under the direction of the Dean of Students, the Academic Case Officer is part of a team that works to support a multidisciplinary approach to the provision of mental health and wellbeing services. The Academic Case Officer will provide assessment of needs, risk and urgency for students seeking access to the Dean of Students. The role supports students presenting with a variety of issues .

The role is responsible for the assessment and referral of students to ensure safe, accessible, confidential and timely responses across ANU.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

The Academic Case Officer will contribute to the University's commitment to coordinate and monitor support to create a safe, healthy and supportive environment for all students. The Academic Case Officer will be adept at working as part of a multidisciplinary team with knowledge and experience of mental health service provision and will maintain professional working relationships with ANU Counselling, ANU Student Safety and Wellbeing and other key ANU services, and with agencies within the community to establish integrated care pathways for students.

Role Statement:

Under broad direction of the Dean of Students and the Deputy Dean of Students, the Academic Case Officer will:

1. Provide initial screening and assessment for students seeking support, including providing information, advice, and organizing referrals to other university services.
2. Provide timely and appropriate referrals for students with moderate to complex presentations to ANU services such as ANU Counselling, ANU Student Safety and Wellbeing, ANU Medical Centre, and Accessibility.
3. Develop and maintain links with stakeholders, including University colleges, services, divisions, residences and the community to provide an integrated and coordinated approach to service delivery.
4. Interpret and apply University policies and procedures to support student engagement and success, including academic progression, student conduct, leave of absence, international student legislation, TEQSA, etc.
5. Comply with all ANU policies and procedures and in particular those relating to work health and safety and equal opportunity.
6. Carry out other related duties as required by the Dean of Students and work collaboratively towards achieving the strategic objectives of the DVCA portfolio.

SELECTION CRITERIA:

1. A degree in social work, psychology, mental health nursing, or occupational therapy. Social workers are required to be eligible for membership of AASW. Psychologists, mental health nurses and occupational therapists are required to have full registration with AHPRA.
2. Ability to provide high quality clinical care including assessment, triage, and prioritization of needs.
3. Well-developed written, verbal and interpersonal communication skills.
4. Demonstrated ability to interact and work collaboratively within a multidisciplinary team as well as with a range of stakeholders including clients, professional and academic staff, ANU support services, and ACT government departments and community services on confidential and time sensitive matters.
5. High-level organisational skills, including the proven ability working to deadlines to achieve operational outcomes and the ability to maintain a flexible and proactive approach to tasks within a busy work environment.
6. Proven ability to exercise sound judgement to apply effective case coordination planning, implementation, review and record keeping strategies which result in improved outcomes for clients.
7. Demonstrated ability to communicate sensitively and effectively with a diverse range of cultures and identities.
8. A demonstrated understanding of equal opportunity principles and polices 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, 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.

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.

Supervisor/Delegate Signature:		Date:	
Printed Name:		Uni ID:	

References:
Professional Staff Classification Descriptors
Academic Minimum Standards

For assistance please contact HR Division Ph. 6125 3434

Australian National University

Pre-Employment Work Environment Report

Position Details

College/Div/Centre	DVC(A) Portfolio	Dept/School/Section	Dean of Students
Position Title	Academic Case Officer	Classification	ANUO6/7
Position No.	NEW	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

- 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	☐	☐
Organizing events	☐	☐	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/Delegate Name:			Date:	

Australian National University

Position Description

College/Division:	Deputy Vice-Chancellor (Academic) Portfolio
Department/Unit:	Office of the Deputy Vice- Chancellor (Academic)
Position Title:	Senior Manager, Student Conduct and Appeals
Classification:	Senior Manager 2
Position No:	NEW
Responsible to:	Deputy Vice-Chancellor (Academic)
Number of positions that report to this role:	2
Delegation(s) Assigned:	D5

PURPOSE STATEMENT:

The Office of the Deputy Vice-Chancellor (Academic) (ODVC(A)) supports the Deputy Vice-Chancellor (DVC(A)) to manage operational and Strategic priorities of the Academic Portfolio and the various business units.
The ODVC(A) contributes to the University's strategic objective to provide an excellent educational experience for its students through delivery of administrative functions, which support the student and academic lifecycle.

The Senior Manager, Student Conduct and Appeals manages the Student Conduct and Appeals Team, which is responsible for assessing and advising on student conduct, appeals and complaints under the University complaints and discipline frameworks. The role works closely with senior stakeholders across the University to ensure that the conduct and appeals processes uphold the principles of procedural fairness and natural justice.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

Under the broad direction of the DVC(A) this position will manage the processes for complaints and referrals of student conduct, appeals and integrity. The role provides general direction and support to the Student Conduct and Integrity Team, and may lead negotiations concerning operational or advisory matters for which the Team is responsible. This may include; leading the delivery of short and medium-term policy based projects. These tasks require high levels of interpersonal skill, tact and judgement, and a collegiate approach to working with a wide range of staff at the University, including many in senior positions.

Role Statement:

Under broad direction of the DVC(A)the position will:

- Provide high-level procedural and governance advice to senior University stakeholders including the Deputy Vice-Chancellor (Academic), the University Executive and College Deans to ensure compliance with Federal and University legislation, policies, and procedures relevant to the role.
- Take a lead role in negotiations and collaborate with key stakeholders such as Associate Deans (Education) and Service Division Directors to facilitate specific tasks concerning student conduct and integrity.
- Lead the effective delivery, review and improvement of administration as it relates to University complaints and appeals, University integrity (academic and discipline), legislative compliance and reporting, as well as managing the integrity of data.
- Comply with all ANU policies and procedures, in particular those relating to work health and safety and equal opportunity.
- Perform other duties as requested, consistent with the classification of the position and in line with the principle of multi-skilling and professional development.

SELECTION CRITERIA:

1.   Proven expertise in the management of student conduct or complaints functions.

2. Tertiary qualifications and demonstrated experience in high level governance matters, parliamentary procedure, a legal and/or regulatory environment will be highly regarded.
3. Demonstrated high level organisational and prioritisation skills with demonstrated experience in the management of administrative functions and delivery of client services within a tertiary institution or similar organisation,
4. Proven experience in interpreting and providing advice on complex legislation and regulations to a diverse range of stakeholders.
5. Ability to demonstrate sophisticated analytical and judgement skills, high level negotiation and networking skills and the ability to resolve difficult situations.
6. High level comprehension and written skills.
7. A demonstrated understanding of equal opportunity principles and polices and a commitment to their application in a university context.

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.

Supervisor/Delegate Signature:		Date:	
Printed Name:		Uni ID:	

References:

Professional Staff Classification Descriptors

Academic Minimum Standards

For assistance please contact HR Division Ph. 6125 3434

	Pre-Employment Work Environment Report
Australian National University	

Position Details

College/Div/Centre	Academic Portfolio	Dept/School/Section	Office of the DVCA
Position Title	Senior Manager, Student Conduct and Integrity	Classification	Senior Manager 2
Position No.	NEW	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

- 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	☐	☐
Organizing events	☐	☐	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/Delegate Name:			Date:		

For assistance please contact HR Division Ph. 6125 3434

| Australian National University | **Position Description** |

College/Division:	Deputy Vice-Chancellor (Academic) Portfolio
Department/Unit:	Office of the Deputy Vice- Chancellor (Academic)
Position Title:	Senior Manager, Student Conduct and Appeals
Classification:	Senior Manager 2
Position No:	NEW
Responsible to:	Deputy Vice-Chancellor (Academic)
Number of positions that report to this role:	2
Delegation(s) Assigned:	D5

PURPOSE STATEMENT:

The Office of the Deputy Vice-Chancellor (Academic) (ODVC(A)) supports the Deputy Vice-Chancellor (DVC(A)) to manage operational and Strategic priorities of the Academic Portfolio and the various business units.
The ODVC(A) contributes to the University's strategic objective to provide an excellent educational experience for its students through delivery of administrative functions, which support the student and academic lifecycle.

The Senior Manager, Student Conduct and Appeals manages the Student Conduct and Appeals Team, which is responsible for assessing and advising on student conduct, appeals and complaints under the University complaints and discipline frameworks. The role works closely with senior stakeholders across the University to ensure that the conduct and appeals processes uphold the principles of procedural fairness and natural justice.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

Under the broad direction of the DVC(A) this position will manage the processes for complaints and referrals of student conduct, appeals and integrity. The role provides general direction and support to the Student Conduct and Integrity Team, and may lead negotiations concerning operational or advisory matters for which the Team is responsible. This may include; leading the delivery of short and medium-term policy based projects. These tasks require high levels of interpersonal skill, tact and judgement, and a collegiate approach to working with a wide range of staff at the University, including many in senior positions.

Role Statement:

Under broad direction of the DVC(A)the position will:
- Provide high-level procedural and governance advice to senior University stakeholders including the Deputy Vice-Chancellor (Academic), the University Executive and College Deans to ensure compliance with Federal and University legislation, policies, and procedures relevant to the role.
- Take a lead role in negotiations and collaborate with key stakeholders such as Associate Deans (Education) and Service Division Directors to facilitate specific tasks concerning student conduct and integrity.
- Lead the effective delivery, review and improvement of administration as it relates to University complaints and appeals, University integrity (academic and discipline), legislative compliance and reporting, as well as managing the integrity of data.
- Comply with all ANU policies and procedures, in particular those relating to work health and safety and equal opportunity.
- Perform other duties as requested, consistent with the classification of the position and in line with the principle of multi-skilling and professional development.

SELECTION CRITERIA:

1.   Proven expertise in the management of student conduct or complaints functions.

2.   Tertiary qualifications and demonstrated experience in high level governance matters, parliamentary procedure, a legal and/or regulatory environment will be highly regarded.

3.   Demonstrated high level organisational and prioritisation skills with demonstrated experience in the management of administrative functions and delivery of client services within a tertiary institution or similar organisation,

4.   Proven experience in interpreting and providing advice on complex legislation and regulations to a diverse range of stakeholders.

5.   Ability to demonstrate sophisticated analytical and judgement skills, high level negotiation and networking skills and the ability to resolve difficult situations.

6.   High level comprehension and written skills.

7.   A demonstrated understanding of equal opportunity principles and polices and a commitment to their application in a university context.

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.

Supervisor/Delegate Signature:		Date:	
Printed Name:		Uni ID:	

References:

Professional Staff Classification Descriptors

Academic Minimum Standards

Australian National University
Pre-Employment Work Environment Report

Position Details

College/Div/Centre	Academic Portfolio	Dept/School/Section	Office of the DVCA
Position Title	Senior Manager, Student Conduct and Integrity	Classification	Senior Manager 2
Position No.	NEW	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

- 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	☐	☐
Organizing events	☐	☐	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/Delegate Name:		Date:

For assistance please contact HR Division Ph. 6125 3434

Australian National University

Position Description

College/Division:	Division of Student Administration and Academic Services (DSAAS)
Faculty/School/Centre:	
Department/Unit:	Office of the Registrar (OTR)
Position Title:	Senior Appeals and Integrity Officer
Classification:	ANU Officer 6/7 (Administration)
Position No:	
Responsible to:	Deputy Manager, Office of the Registrar
Number of positions that report to this role:	
Delegation(s) Assigned:	

PURPOSE STATEMENT:

The Office of the Registrar (OTR) contributes to the University's strategic objective to provide an excellent educational experience for its students through delivery of administrative functions which support the student and academic lifecycle, and has oversight of the student related rules, regulations and policies that support the ANU community. The Senior Appeals and Integrity Officer provides operational support and guidance in the critical areas of appeals and integrity (academic and disciplinary) matters and will help maintain a culture of respect, safety and wellbeing across the University.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

The Senior Appeals and Integrity Officer reports to the Deputy Manager, Office of the Registrar and works closely with the immediate team, the Registrar (DSAAS), members of the University Executive, staff in the ANU Academic Colleges and other central units to ensure timely and efficient delivery and/or resolution of matters relating to appeals and integrity (academic and disciplinary) matters.

Role Statement:

Under the broad direction of the Deputy Manager, the Senior Appeals and Integrity Officer will:

1. Interpret and provide accurate and timely specialist advice on the University's responsibilities associated with both internal and external legislation, policies and procedures as they relate to student facing appeals, complaints, grievances and integrity matters (discipline and academic).
2. Preparing reports, briefings, submissions and other communications to the University Executive, academic and professional staff, and students regarding University legislation, policy, procedures and business processes, and government legislation and initiatives.
3. Ensure effective liaison with internal and external stakeholders, including other teams within the Division of Student Administration and Academic Services, other service Divisions, ANU Colleges, other Higher Education providers, and relevant Australian Government departments.
4. Assist with the development and delivery of training to small groups within the university. Initiate, develop and improve OTR practices and processes through continuous process improvement and best practice customer service.
5. Maintain the integrity of data to ensure compliance with government legislation, University Rules, Statutes and Orders, policies and audit requirements.
6. Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity.

7. 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. A relevant degree with demonstrated relevant experience in an administrative role in a complex environment or an equivalent combination of extensive relevant experience and education/ training.

2. Demonstrated understanding and experience in interpreting and providing advice about complex legislative and policy issues to a wide range of stakeholders, including the provision of advice on University legislation, policies and procedures.

3. Demonstrated understanding and strong commitment to high quality customer service and organisational skills, including the ability to prioritise workloads and to work effectively both independently and as part of a team, meeting deadlines and delivering high quality outcomes.

4. Demonstrated analytical and problem-solving skills, with a proven ability to use initiative, investigate issues, collect and analyse information to monitor performance and to make evidence based recommendations for improvement.

5. Demonstrated high level interpersonal and communication skills, including the ability to consult and liaise effectively with a diverse range of people in a culturally diverse environment, dealing efficiently and tactfully with sensitive and confidential matters.

6. Highly developed computer skills and proficiency using the MsOffice suite with experience producing business correspondence, reports and meeting papers.

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, 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.

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.

Supervisor/Delegate Signature:		Date:	
Printed Name:		Uni ID:	

References:

Professional Staff Classification Descriptors

Academic Minimum Standards

For assistance please contact HR Division Ph. 6125 3346

![ANU logo] Australian National University	Pre-Employment Work Environment Report

Position Details

College/Div/Centre	Division of Student Administration and Academic Services (DSAAS)	Dept/School/Section	Office of the Registrar (OTR)
Position Title	Senior Appeals and Integrity Officer	Classification	ANUO6/7 (Administration)
Position No.		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

- 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	☐	☐
Organizing events	☐	☐	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	☐	☐

For assistance please contact HR Division Ph. 6125 3434

OTHER POTENTIAL HAZARDS (please specify):			
Supervisor/Delegate Name:		Date:	

Australian National University	**Position Description**

College/Division:	Deputy Vice Chancellor (Academic)
Department/Unit:	Office of the Deputy Vice Chancellor (Academic)
Position Title:	Senior Project Officer
Classification:	ANU Officer Grade 8 (Administration)
Position No:	NEW
Responsible to:	Pro Vice-Chancellor
Number of positions that report to this role:	N/A
Delegation(s) Assigned:	N/A

PURPOSE STATEMENT:

The Senior Project Officer provides teams across the division with high level project management and coordination support, contributing to the efficient and effective delivery of the area's strategic projects. Working closely with the Division's leadership team, the Senior Project Officer will provide reporting and analysis support to divisional projects.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

The position will work proactively to identify and understand business requirements of the Division and assist teams to develop and communicate solutions to key business needs.

This role is responsible for the provision of business analysis, which includes analysis, design and documentation for programs and projects. It will also include fostering a culture of continuous improvement and benefits management through a collaborative approach engaging with the Division and Portfolio leadership groups and other stakeholders throughout the process.

Role Statement:

Under the broad direction of the DVC(A), the Senior Project Officer will:

1. Provide high level support during various project phases from inception through to completion by applying the relevant project management methodology taking into account the operational context.
2. When leading projects, develop and deliver key project management artefacts such as project plans, risk and issue registers, stakeholder engagement, communication plans, business process and training documentation and resource management plans.
3. Conduct workshops, focus groups, deliver presentations and provide training and advice to stakeholders and users with respect to business analysis and project coordination services as required.
4. Ensure appropriate project governance arrangements are established, maintained and supported, and monitor project progress to ensure milestones and performance indicators are met. Accurately update and maintain project records for monitoring and reporting purposes, including the delivery of project status reports.
5. Close projects appropriately through closure reports, post implementation reviews and transition to operations where appropriate
6. Develop, implement and maintain a framework and methods for regular and effective communication to inform and engage relevant stakeholders.
7. Comply with all ANU policies and procedures, in particular those relating to work health and safety and equal opportunity.
8. *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 experience or extensive project management experience; or an equivalent combination of experience and training/education.
2. Demonstrated experience preparing high quality professional business case submissions and project management artefacts in accordance with best practice project management principles.
3. Demonstrated high level of interpersonal, negotiation and communication skills, both written and oral, including demonstrated ability to liaise effectively with internal and external key stakeholders.
4. Highly developed analytical, problem solving and organisational skills with an ability to complete multiple projects on time, within budget and delivering high quality outcomes.
5. Demonstrated ability to work as part of a team, to provide consistent, responsive and high quality administrative and project support.
6. Demonstrated ability to use management information systems, as well as proficiency in the Microsoft Office suite of programs.
7. A demonstrated high-level of understanding of equal opportunity principles and occupational health and safety and a commitment to their application in a university context.

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.

Supervisor/Delegate Signature:		Date:	
Printed Name:		Uni ID:	

References:
Professional Staff Classification Descriptors
Academic Minimum Standards

Australian National University
Pre-Employment Work Environment Report

Position Details

College/Div/Centre	DVC(A)	Dept/School/Section	DVC(A)
Position Title	Senior Project Officer	Classification	ANUO8
Position No.	NEW	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

- 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	☐	☐
Organizing events	☐	☐	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/Delegate Name:		Date:	

| Australian National University | **Position Description** |

College/Division:	University Experience Division
Department/Unit:	Student Communications and Events
Position Title:	Senior Manager, Student Communications and Events
Classification:	Senior Manager 2
Position No:	New
Responsible to:	Director, University Experience
Number of positions that report to this role:	3
Delegation(s) Assigned:	D6

PURPOSE STATEMENT:

The University Experience Division is located within the Deputy Vice-Chancellor (Academic) Portfolio. The University Experience Division provides a range of support, enrichment, and advisory services to help underpin the University's educational goals for all students and strives to ensure high quality and responsive services are delivered effectively to students from all backgrounds.

The Student Communications and Events team is the University's central point for student communications, engagement and events.

The Senior Manager, Student Communications and Events, will develop, lead and implement strategies, processes and systems that communicate and support The Australian National University's strategic plan, with a specific focus on the whole student lifecycle.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

Reporting to the Director, University Experience, the Senior Manager, Student Communications and Events leads and manages the teams responsible for student communications andevents across the breadth of the Deputy Vice-Chancellor (Academic) Portfolio.

The position will engage with, provide strategic advice and maintain collaborative and collegiate relationships with senior members within the Academic Portfolio. The position will work closely with marketing, communications and engagement colleagues across the University to help drive a culture of collaboration, coordination and continuous improvement.

Role Statement:

Under the broad direction of the Director, University Experience the position will:

- Provide effective leadership and management, and build a high-performing team that provides strategic advice, prepares high-quality communications and engagement products and works collaboratively and cooperatively with key stakeholders.
- Conceptualise, develop and implement communications strategies for the Academic Portfolio's strategic priorities, monitoring strategy effectiveness and efficiency.
- Lead and oversee the identification of potential communications and engagement opportunities and implement strategies to enhance the University's profile in line with the ANU Strategic Plan.
- Develop effective communications plans, channels and practices that advance the University's values within its community and ensure the community is well-informed.
- Prepare high-level strategic advice to support the achievement of the Portfolio's communications and engagement objectives and oversee the delivery of strategic communications and briefing products.
- Work with stakeholders across the University to identify and capitalise on opportunities for shared events, outreach and communications activities that raise awareness of, and improve engagement with, the University's strategic priorities and identity.

- As a senior member of the Division's management team, contribute to the development, implementation and systematic review of operational plans and systems initiatives that support the strategic objectives of the Division and the University.
- Comply with all ANU policies and procedures, in particular those relating to work health and safety and equal opportunity.
- Perform other duties as requested, consistent with the classification of the position and in line with the principle of multi-skilling and professional development.

SELECTION CRITERIA:

1. Postgraduate qualification and leadership experience in communications, marketing or a similar relevant field, or an equivalent combination of relevant management experience and education/training and extensive relevant experience in an Academic or other complex environment.

2. Demonstrated experience in leading, managing and motivating a team with a strong commitment to professional development and experience in delivering consistent, high-quality service, on-time and successful projects and initiatives with competing deadlines to internal and external stakeholders.

3. Demonstrated extensive experience in the management of multiple, complex communications activities, and delivery of client services within a tertiary institution or similar organisation.

4. Demonstrated extensive experience in the development and implementation of communications strategies to support an organisation's mission and values.

5. Demonstrated experience in high-level issues management and the provision of sensitive communications advice in a complex organisation.

6. Demonstrated experience in leading teams to deliver innovative and high-profile events

7. Outstanding oral and written communication skills with the ability to inform, negotiate and persuade on complex matters, create policy and procedural documentation, and cultivate and maintain strong working partnerships with a diverse range of stakeholders within, and outside of the University

8. A demonstrated understanding of equal opportunity principles and polices and a commitment to their application in a university context.

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.

Supervisor/Delegate Signature:		Date:	
Printed Name:		Uni ID:	

References:

Professional Staff Classification Descriptors

Academic Minimum Standards

Australian National University	# Pre-Employment Work Environment Report

Position Details

College/Div/Centre	University Experience	Dept/School/Section	Student Communications and Events
Position Title	Senior Manager, Student Communications and Events	Classification	Senior Manager 2
Position No.	NEW	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

- 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	☐	☐
Organizing events	☒	☐	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/Delegate Name:		Date:	

For assistance please contact HR Division Ph. 6125 3434

Australian National University

Position Description

College/Division:	Division of Student Administration and Academic Services
Faculty/School/Centre:	
Department/Unit:	Examinations, Graduations Academic Progress and Prizes (EGAPP)
Position Title:	Manager, Examinations, Graduations Academic Progress and Prizes (EGAPP)
Classification:	SM1
Position No:	
Responsible to:	Associate Director , Academic Services
Number of positions that report to this role:	8
Delegation(s) Assigned:	D6

PURPOSE STATEMENT:

The Division of Student Administration and Academic Services (DSAAS) is within the Deputy Vice-Chancellor (Academic) Portfolio. DSAAS is responsible for the administrative support of students through the student lifecycle from when an offer is accepted and to the completion of their studies. The division provides active practice leadership for the student administration profession through regular interactions with staff from the Colleges, Schools and central Divisions across the ANU, as well as with Government agencies.

The Manager, Examinations, Graduations Academic Progress and Prizes (EGAPP) is responsible for the efficient and effective operation of the EGAPP Office within the Division of Student Administration and Academic Services. The EGAPP strives for outstanding service to the ANU community in the critical area of coursework examinations management including deferred, supplementary, external and special arrangement examinations, academic progress, conferral management, annual graduation events and central prizes management.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

EGAPP offer a diverse range of services to coursework students, and the wider ANU community, including: coursework examinations, research examinations, graduation services/honorary conferrals, prize administration, assessment oversight, matters pertaining to the academic progression of coursework students, student record maintenance and customer service.

ANU staff and students are able to source from EGAPP policy, legislative and administrative advice as well as assistance with examinations, academic performance, academic misconduct, grade release and graduation eligibility issues. EGAPP have an integral relationship with other areas of the Division of Student Administration and Academic Services, academic and professional staff in the ANU Colleges, other Service Divisions, and positions such as the Dean of Students and Executive staff.

Role Statement:

Under the broad direction of the Associate Director, Academic Services, the Manager, EGAPP takes responsibility for and directs the following critical student administration and service activities in relation to student progression:

- Plan, coordinate and ensure the effective delivery, review and improvement of administrative processes, policies, major events and services as they relate to examinations, academic progress, results release management, conferral, graduations and prizes.
- Ensure delivery of high quality, efficient, student-centric customer services via the EGAPP enquiries management.

- As a member of the Academic Administration Services management team, contribute to the development, implementation and systematic review of operational plans and systems initiatives which support the strategic objectives of the Division and the University.
- Maintain full oversight of the EGAPP budget and resources, including monitoring financial performance and expenditure, management of a large team with extensive casual operations, maintenance of significant materials.
- Lead, manage and develop staff promoting a service-oriented culture, providing direction, assigning tasks, overseeing quality, training, development and appraisal to ensure up to date knowledge of University systems, policies and processes.
- Provide high quality advice to students, academic and professional staff in regard to University legislation, policy, systems and business process and advise on University, higher education sector and government initiatives affecting examinations, academic progress, results release, conferral, graduations and prizes.
- Maintain an active approach to improving outcomes through undertaking reviews and benchmarking, and seek new ideas for delivery of key functions through consultation with stakeholders and maintaining an awareness of trends within the higher education sector.
- Foster strong relationships with stakeholders and peers in Division teams, ANU Colleges, other service divisions, and other institutions, and actively represent the Division in formal committees, meetings, working parties, conferences and other forums.
- Maintain the integrity of procedures and data to ensure compliance with University Rules, Statues and Orders and government legislation. Identify and manage risks to prevent misuse of information and improper conduct to maintain the integrity of coursework assessment managed by EGAPP. In particular provide oversight of the University's Assessment and Academic Progress Rules.
- 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 of the position and in line with the principle of multi-skilling and professional development.

See the classification descriptors for professional staff[1] and minimum standards for academic staff [2]

SELECTION CRITERIA:

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1. Postgraduate qualifications or progress towards postgraduate qualifications and relevant experience or an equivalent combination of relevant experience and education/training.

2. High-level organisational and prioritisation skills with demonstrated extensive experience in the management of multiple administrative functions and delivery of client services within a tertiary institution or similar organisation, including experience in interpreting and providing advice on complex legislation and regulations to a diverse range of stakeholders.

3. Demonstrated extensive experience in the development of strategic and operational planning to support an organisational mission and values and the delivery of key outcomes through the evaluation and implementation of services, policies, procedures and processes; change management and business process improvement.

4. Excellent oral and written communication skills with the ability to inform, negotiate and persuade on complex matters, and the ability to cultivate and maintain strong working partnerships with a diverse range of stakeholders within, and outside of the Division.

5. Demonstrated ability to effectively lead and manage a large team with a strong commitment to its professional development and improvement.

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

Equal Employment Opportunity criteria – see link below:
https://services.anu.edu.au/human-resources/respect-inclusion/essential-eeo-criteria-for-professional-staff
https://services.anu.edu.au/human-resources/respect-inclusion/essential-eeo-criteria-for-academic-staff

Supervisor/Delegate Name:		**Date:**	

References:

Professional Staff Classification Descriptors

Academic Minimum Standards

Pre-Employment Work Environment Report

Australian National University

Position Details

College/Div/Centre		Dept/School/Section	
Position Title		Classification	
Position No.		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 forwarded with the job requisition to Appointments and Promotions Branch, Human Resources Division. Without this form jobs cannot be advertised.

· 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

· 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	☐	☐
Organizing events	☐	☐	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/Delegate Name:		Date:	

Australian National University	# Position Description

College/Division:	Division of Student Administration and Academic Services
Department/Unit:	Examinations, Graduations, Academic Progress and Prizes
Position Title:	Manager, Student Hubs
Classification:	Senior Manager 1
Position No:	NEW
Responsible to:	Associate Director, Academic Services
Number of positions that report to this role:	1-3
Delegation(s) Assigned:	TBC

PURPOSE STATEMENT:

The Division of Student Administration and Academic Services (DSAAS) is within the Deputy Vice-Chancellor (Academic) Portfolio. DSAAS is responsible for the administrative support of students through the student lifecycle from when an offer is accepted and to the completion of their studies. The division provides active practice leadership for the student administration profession through regular interactions with staff from the Colleges, Schools and central Divisions across the ANU, as well as with Government agencies.

Th The Manager, Student Hubs manages a dynamic team responsible for providing guidance to students on the processes relating to the student life cycle. In addition to the operations of the Student Hub, the Manager will support the design and implementation of student administration services to ensure the delivery of high quality, robust and flexible services to students. The Manager is also responsible for building strong and collegial relationships with staff across Colleges, as well as across the University Administrative Divisions.

KEY ACCOUNTABILITY AREAS:
Position Dimension & Relationships:

The Manager, Student Hubs reports to the Associate Director, Academic Services. The Manager, Student Hubs, leads the Student Administration team to deliver high quality and timely student services. The Manager, Student Administration also works closely with the Associate Dean (Education), academic program Sub-Deans and Heads of Schools, University Student Administration, and Student Recruitment to deliver on outcomes. The Manager, Student Hubs, develops and implements initiatives related to student services and administration.

Role Statement:

Under broad direction, the Manager, Student Hubs will:

- Provide effective leadership to the Student Administration team, ensuring that workloads are managed, knowledge is shared and all objectives and deadlines are met.
- Lead change and innovation initiatives to improve the organisational culture, systems and processes resulting in continuous improvements of services and the student experience.
- Work collaboratively with internal and external stakeholders to ensure student administration services are aligned with the strategic and operational goals of the University, and are optimised for the needs of the diverse student body.
- Coordinate the provision of strategic, responsive and expert advice to senior management, students and staff.
- Prepare strategic and operational reports and analytics, investigating issues and providing strategic and operational recommendations on various student related matters and develop plans to support the achievement of the area's objectives.
- Foster a high performing team within the Student Administration Office, including identifying and supporting relevant career development goals.
- Promote and contribute to activities, workgroups, projects and networks across campus, as required.
- Comply with all ANU policies and procedures, in particular those relating to work health and safety and equal opportunity.

- Perform other duties as requested, consistent with the classification of the position and in line with the principle of multi-skilling and professional development.

See the classification descriptors for professional staff and minimum standards for academic staff

SELECTION CRITERIA:

1. Relevant qualifications and demonstrated management experience, preferably in a tertiary environment or an equivalent combination of relevant experience and education/ training.
2. Proven ability to provide strategic and operational advice to support senior management in the planning, development and implementation of policies, procedures and operational plans to deliver outcomes to support strategic goals.
3. Demonstrated ability to lead change and implement initiatives to improve organisational culture, systems and processes.

Demonstrated people management and engagement experience in a culturally diverse environment with proven experience in managing team workloads and to deliver on challenging objectives in a timely manner and on budget.

4. High level communication and interpersonal skills, including liaison and consultation to build trusting and collaborative relationships with multiple stakeholders.
5. Demonstrated experience in developing and delivering written documentation including reports, local policies, and procedures.
6. A demonstrated understanding of equal opportunity principles and polices and a commitment to their application in a university context.

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.

Supervisor/Delegate Signature:		Date:	
Printed Name:		Uni ID:	

References:

Professional Staff Classification Descriptors

Academic Minimum Standards

Australian National University
Pre-Employment Work Environment Report

Position Details

College/Div/Centre		Dept/School/Section	
Position Title		Classification	
Position No.		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

- 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	☐	☐
Organizing events	☐	☐	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/Delegate Name:		Date:	

**Australian
National
University**

Position Description

College/Division:	Pro Vice-Chancellor, Learning and Teaching
Department/Unit:	Learning and Teaching
Position Title:	Administration Officer, Education Innovation and Development
Classification:	ANU Officer Grade 5
Position No:	TBC
Responsible to:	Senior Manager, Education Innovation and Development
Number of positions that report to this role:	Nil
Delegation(s) Assigned:	Nil

PURPOSE STATEMENT:

The Office of the Pro Vice-Chancellor (Learning & Teaching) is responsible for the ANU Learning and Teaching Strategy, which aims to deliver initiatives to produce a distinctively ANU approach to learning and teaching that is future-focused, active, engaged and generates an outstanding student learning experience.

The Administration Officer provides general administrative support, contributing to the efficient coordination of the day-to-day operations of the department through liaising with staff and students and providing advice and assistance on a wide range of learning and teaching administration matters.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

The Administration Officer undertakes a broad range of administrative tasks relating to day-to-day activities, acting as a first point of contact for administrative services and providing support to a variety of stakeholders including staff, students and visitors, working in partnership with team members and with colleagues in other departments.

Role Statement:

Under the broad direction of the Senior Manager, Education Innovation and Development, the Administration Officer will:

- Act as the first point of contact, including responding to enquiries and providing first-level advice on a wide range of policies and procedures, redirecting enquiries to the relevant staff, when needed, and drafting various reports and general correspondence as requested.
- Provide high level administrative support, liaising with staff, students and visitors. .
- Provide general administrative and secretarial support on a range of other matters including, but not limited to: committee and event management support, room allocation and booking, collating and placing stationery orders, arranging access cards and IT access and ensuring appropriate maintenance of office space and equipment.
- Maintain the Department's website, liaising with stakeholders to collect information and update relevant sections.
- Comply with all ANU policies and procedures, in particular those relating to work health and safety and equal opportunity.
- Perform other duties as requested, consistent with the classification of the position and in line with the principle of multi-skilling and professional development.

See the classification descriptors for professional staff and minimum standards for academic staff

SELECTION CRITERIA:

1. Demonstrated relevant experience in an administrative role in a complex environment. Relevant qualifications will be highly regarded, as will experience in teaching and learning support.
2. Demonstrated high level customer service with effective communication skills and experience drafting business correspondence, reports and meeting papers and an ability to liaise effectively with stakeholders in a culturally diverse environment.
3. 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 competing deadlines and delivering high-quality outcomes.
4. Experience in undertaking an administrative role within an educational institution or similar experience.
5. Proficiency using the MsOffice suite and experience with online data management platforms and website maintenance.
6. A demonstrated understanding of equal opportunity principles and polices and a commitment to their application in a university context.

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.*

Supervisor/Delegate Signature:		Date:	
Printed Name:		Uni ID:	

References:
[Professional Staff Classification Descriptors](#)
[Academic Minimum Standards](#)

For assistance please contact HR Division Ph. 6125 3434

Australian National University

Pre-Employment Work Environment Report

Position Details

College/Div/Centre	Pro Vice-Chancellor, Learning and Teaching	Dept/School/Section	Learning and Teaching
Position Title	Administration Officer	Classification	ANUO5
Position No.	TBC	Reference No.	TBC

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

- 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	☐	☐
Organizing events	☒	☐	noise / vibration	☐	☐
fieldwork & travel	☐	☐	electricity	☐	☐
driving a vehicle	☐	☐			

NON-IONIZING RADIATION	regular	occasional	IONIZING RADIATION	regular	occasional
solar	☐	☐	gamma, x-rays	☐	☐
ultraviolet	☐	☐	beta particles	☐	☐
infra red	☐	☐	nuclear particles	☐	☐
laser	☐	☐			
radio frequency	☐	☐			

CHEMICALS	regular	occasional	BIOLOGICAL MATERIALS	regular	occasional
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/Delegate Name:		Date:	

For assistance please contact HR Division Ph. 6125 3434

Australian National University	***Position Description***

College/Division:	Division of Student Administration and Academic Services
Faculty/School/Centre:	
Department/Unit:	Academic Standards and Quality Office (ASQO)
Position Title:	Senior Compliance Officer
Classification:	ANUO6/7 (Administration)
Position No:	TBA
Responsible to:	Deputy Manager (Compliance), Academic Standards and Quality Office

PURPOSE STATEMENT:

The Academic Standards and Quality Office (ASQO) contributes to the University's strategic objective to provide an excellent educational experience for its students through delivery of administrative functions which support the student and academic lifecycle, and has oversight of the student related rules, regulations and policies that support the ANU community. ASQO is responsible for delivering efficient and effective services to the ANU community in the critical areas of regulatory compliance and reporting, international student compliance, appeals and grievances, educational governance and policy management. The Senior Compliance Officer oversees and supports the delivery of efficient and effective services to the ANU community in the critical areas of appeals, grievances and disciplinary matters and will help maintain a culture of respect, safety and wellbeing.

Position Dimension & Relationships:

The Senior Compliance Officer reports to the Deputy Manager (Compliance), works closely with the immediate team, the Registrar Student Administration and Academic Services (SAAS), relevant staff in the Colleges and other central units to ensure timely and efficient delivery and/or resolution of matters relating to appeals, grievances and disciplinary matters.

Role Statement:

Under the broad direction of the Deputy Manager (Compliance), the Senior Compliance Officer will:
1. Ensure compliance with University legislation, policies and procedures, and State, Federal, and International student related legislation (including but not limited to compliance with the Education Services for Overseas Students (ESOS) Act, the Higher Education Support Act (HESA), the Australian Qualifications Framework (AQF), HESF, and the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS)).
2. Preparing reports, briefings, submissions and other communications to the University Executive, and academic and professional staff regarding University legislation, policy, procedures and business processes, and government legislation and initiatives.
3. Ensure effective liaison with internal and external stakeholders including other teams within the Division of Student Administration and Academic Services, other service Divisions, ANU Colleges, other Higher Education providers, and relevant Australian Government departments.
4. Maintain an up to date knowledge of industry standards of the higher education sector in relation to the role.
5. Provide interpretation, advice and decisions on requests for information from internal and external stakeholders.
6. Assist with the development and delivery of training to small groups within the university.
7. Initiate, develop and improve ASQO practices and processes, through continuous process improvement and best practice customer service.
8. Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity.
9. 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. A relevant degree with demonstrated relevant experience in an administrative role in a complex environment or an equivalent combination of extensive relevant experience and education/ training
2. Demonstrated understanding and experience in interpreting and providing advice about complex legislative and policy issues to a wide range of stakeholders, including the provision of advice on University legislation, policies and procedures.
3. Demonstrated understanding and strong commitment to high quality customer service and organisational skills, including the ability to prioritise workloads and to work effectively both independently and as part of a team, meeting deadlines and delivering high quality outcomes.
4. Demonstrated analytical and problem-solving skills, with a proven ability to use initiative, investigate issues, collect and analyse data to monitor performance and to make evidence based recommendations for improvement.
5. Demonstrated high level interpersonal and communication skills, including the ability to consult and liaise effectively with a diverse range of people in a culturally diverse environment, dealing efficiently and tactfully with sensitive and confidential matters.
6. Highly developed computer skills and proficiency using the MsOffice suite with experience producing business correspondence, reports and meeting papers
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 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.

Delegate Signature:		**Date:**	
Printed Name:	Ariel Edge	**Position:**	Registrar, Student Administration

References:
General Staff Classification Descriptors
Academic Minimum Standards

Pre-Employment Work Environment Report

Australian National University

Position Details

College/Div/Centre	Division of Student Administration and Academic Services	Dept/School/Section	Academic Standards and Quality Office (ASQO)
Position Title	Senior Compliance Officer	**Classification**	ANUO 6/7 Administration
Position No.	TBA	**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 forwarded with the job requisition to Appointments and Promotions Branch, Human Resources Division. Without this form jobs cannot be advertised.

· 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 consideration should be given to their inclusion on the University's Health Surveillance Program where appropriate – see https://services.anu.edu.au/human-resources/health-safety/measurement-and-evaluation/monitoring-testing

· 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

· 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	☐	☐
Organizing events	☐	☐	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		**Print**		**Date:**	

Australian National University	***Position Description***

College/Division:	Division of Student Administration and Academic Services [DSAAS]
Faculty/School/Centre:	Examinations, Graduations & Prizes Office [EGAP]
Department/Unit:	
Position Title:	Student Administration Officer
Classification:	ANU Officer 5 (Administration)
Position No:	
Responsible to:	Deputy Manager, Examinations, Graduations and Prizes Office
Number of positions that report to this role:	None
Delegation(s) Assigned:	None

PURPOSE STATEMENT:

Under the general direction of the Deputy Manager, the Student Administration Officer is responsible for providing efficient and effective administration on matters relating to student administration in a student-centric environment.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

The position is within the Examinations, Graduations & Prizes Office [EGAP], Division of Student Administration and Academic Services [DSAAS] and reports to the Deputy Manager. This position will provide advice on university policies and procedures to current and past students, in particular with regard to coursework examinations, graduations, academic progression and prizes.

Role Statement:

Under the general direction of the Deputy Manager, you will work in the EGAP team within the Division of Student Administration. The role has a strong focus on customer service and requires versatility, creativity, and integrity to deliver practical and supportive outcomes for students through the delivery of student administration services in relation to coursework and HDR examinations, graduations and prizes.

1. The administration of, and processing transactions relating to, all aspects of the conferral/graduation process. This includes liaising with vendors, suppliers, students [current and non-current] and staff. You will also be required to assist administratively with coursework examinations [internal and external]. During peak periods, the role will also require you to engage with academic progress and prize administration.
2. Provide complex information and advice on government and university legislation, policies and procedures to current and past students, and staff relating to the graduations, coursework and HDR examinations and prize administration.
3. Actively engage in ongoing professional development and make a continuing contribution to administrative process improvements.
4. Foster strong relationships with stakeholders and peers in DSAAS teams, ANU Colleges, other service divisions and external providers.
5. Assist with projects, updating procedure manuals and documents relating to graduations, examinations, academic progress and prizes.
6. Comply with all ANU policies and procedures and in particular those relating to work health and safety and equal opportunity.
7. Other student administration duties as required, consistent with the classification of the position.

SELECTION CRITERIA:

1. Experience in an administrative support role and/or relevant education and training. A relevant degree or training is not necessary, but will be highly regarded.

2. Demonstrated excellent interpersonal, customer service and communication skills, including the ability to consult and liaise effectively with a diverse range of people.

3. Proven strong analytical and problem solving skills, in particular those relating to event management.

4. The ability to interpret, apply and advise on policy and procedures within a complex organisation.

5. Ability to assess priorities and manage competing deadlines both independently and as a member of a team.

6. A demonstrated understanding of the University's equal opportunity principles and policies and a commitment to their application in a university context.

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.

Delegate Signature:		Date:	
Printed Name:		Position:	

References:
General Staff Classification Descriptors
Academic Minimum Standards

Australian National University	# *Pre-Employment Work Environment Report*

Position Details

College/Div/Centre	Division of Student Administration and ACADEMIC sERVICES	Dept/School/Section	Examinations, Graduations & Prizes (EGAP)
Position Title	Student Administration Officer	**Classification**	ANU05
Position No.	00000818	**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.

- 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.

- This form is used to advise potential applicants of work environment issues prior to application.

- 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

- '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

- 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:**	**Brendon Colquhoun**	**Date:**	

Australian National University

Position Description

College/Division:	Academic Portfolio
Faculty/School/Centre:	Office of the Pro Vice-Chancellor (Learning and Teaching)
Department/Unit:	Education Innovation
Position Title:	Senior Manager, Education Innovation and Development
Classification:	Senior Manager 2
Position No:	TBC
Responsible to:	Pro Vice-Chancellor (Learning and Teaching)
Number of positions that report to this role:	tbc
Delegation(s) Assigned:	D4

PURPOSE STATEMENT:

The Office of the Pro Vice-Chancellor (Learning & Teaching) is responsible for the ANU Learning and Teaching Strategy, which aims to deliver initiatives to produce a distinctively ANU approach to learning and teaching that is future-focused, active, engaged and generates an outstanding student learning experience.

The Head of Education Innovation uses extensive knowledge of the tertiary sector and astute understanding of the ANU institution, its people and practices, to coordinate the development, implementation and execution of a wide variety of key initiatives focused on identifying and amplifying the innovative educational practices of ANU academics; increasing academic engagement with progressive educational practices; and fostering innovation within the University's educational enterprise.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

Reporting to the PVC, the Head of Education Innovation is responsible for leading the design and delivery of key strategic educational initiatives. The position engages with relevant stakeholders from across the university in relation to the creation, development and execution of educational initiatives, as well as developing effective working relationships and productive collaborative communities of practice.

The position works in close collaboration with the PVC, College Associate Deans in the delivery of the ANU Learning and Teaching Strategy and will lead a multi-disciplinary team responsible for the coordination and support of educational initiatives, training and development.

Role Statement:

Under the broad direction of the PVC, the Head Education Innovation will:

1. Lead the creation, development and implementation of strategic initiatives to drive educational innovation within the University.
2. Oversee and manage the delivery of educational initiatives and fulfilment of project outcomes.
3. Liaise and coordinate with consultants, contractors, relevant authorities, other university stakeholders and/or external stakeholders on matters associated with the delivery of educational initiatives.
4. Establish appropriate and effective program governance processes, including monitoring and reporting on progress of initiatives to ensure quality and timeliness of delivery of defined tasks, objectives and programs.

5. Provide strategic and high-quality advice and briefings to the PVC L&T on matters related to the Learning and Teaching Strategy.
6. Provide effective leadership, to the immediate and wider Education team, including fostering a culture of continuous improvement and learning.
7. Comply with all ANU policies and procedures and in particular those relating to work health and safety and equal opportunity.
8. Perform other duties as requested, consistent with the classification of the position.

SELECTION CRITERIA:
1. Post graduate qualifications preferably in project management, education or relevant discipline or equivalent combination of experience and education/training.
2. Proven ability to lead the planning, development and implementation of strategic initiatives or similar programs of work to deliver outcomes to support strategic goals.
3. Demonstrated high level interpersonal, team-work, consultation and negotiation skills, including the ability to partner and liaise effectively with a diverse range of stakeholders within a complex environment. Highly developed written and verbal communication skills, including ability to write, and present to multiple audiences.
4. Demonstrated ability to lead and implement change, including a commitment to continuous improvement in, and review of processes and practices.
5. Demonstrated experience at a senior management level, with proven ability to provide strategic and operational leadership to multiple education focussed teams
6. Highly developed analytical and conceptual skills with the demonstrated ability to develop creative solutions to complex business, stakeholder and educational requirements in order to achieve strategic outcomes.
7. Effective planning, prioritisation and coordination expertise to successfully develop and implement multiple, parallel academic engagement activities, including professional development and life-long learning programs.
8. A demonstrated high level of achievement in relation to the incorporation of equal opportunity principles into strategic planning and the capacity to accept devolved responsibility for achievement of equity and diversity strategies.

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.

Supervisor/Delegate Signature:		Date:	
Printed Name:		Uni ID:	

References:

Professional Staff Classification Descriptors

Academic Minimum Standards

For assistance please contact HR Division Ph. 6125 3346