



1. Introduction

On 17 October 2024 the University released an [Organisational Change Proposal for the Research and Innovation 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 Friday 15 November 2024. During this 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, 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, 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 the proposed approach and 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 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 be 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 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 are being asked to forego 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:

- The change in reporting lines for six (6) professional staff positions;
- The establishment of seven (7) new continuing professional staff positions;
- The disestablishment of twenty-seven (27) continuing professional staff positions;
- The disestablishment of five (5) vacant continuing professional staff positions;
- The disestablishment of five (5) fixed term professional staff positions; and
- The disestablishment of one (1) vacant fixed term professional staff position.

The Change Proposal comprises:

- Disestablishing the Business Development (BD) team;
- Disestablishing the Research Funding and Development (RFD) team;
- Disestablishing the Library Communications team;
- Disestablishing three (3) roles in the Commercialisation and IP team;
- Disestablishing one (1) role in the Research Ethics team;
- Disestablishing three (3) roles in the Research Performance team;
- Disestablishing three (3) vacant roles under the Pro Vice-Chancellor (Graduate Research)
- Disestablishing four (4) roles in the Digitisation team;
- Disestablishing two (2) roles in the ANU Press team;
- Disestablishing two (2) roles (one (1) vacant) in the Archives Team;
- Transferring reporting lines of Director, Scholarly Information Services (SIS) to Pro Vice-Chancellor (Research Initiatives and Infrastructure);
- Transferring reporting line of ANU Press and the Digitisation team from Director SIS

- to Associate Director Library Services;
- Transferring reporting line of Drill Hall Gallery from Director SIS to Pro Vice-Chancellor (Research Initiatives and Infrastructure);
- Transferring reporting line of the ANU node of Australian Research Data Commons (ARDC) from Director SIS to Pro Vice-Chancellor (Research Initiatives and Infrastructure);
- Transferring the Records team and the Privacy Officer from SIS in the Research & Information Portfolio to the Legal, Governance and Risk office in the Chief Operating Officer Portfolio;
- Retitling the Archives and Records team as University Archives reporting to Pro Vice-Chancellor (Research Initiatives and Infrastructure);
- Establishing a new stakeholder relationship manager role to ensure key relationships with industry are nurtured;
- Establishing new grant specialist roles specific to clinical trials, MRFF, and NHMRC-administered opportunities; and
- Establishing two new Compliance and Information Officer roles with a focus on regulatory compliance with funding bodies, including US Federal Funding and associated activities.

3. Overview of consultation process

On October 15 and 16 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 Provost and Senior Vice-President, the Acting Deputy Vice-Chancellor (Research & Innovation) and other senior University leaders held an all-staff address to announce the proposed changes. 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 25 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, the Acting Deputy Vice-Chancellor (Research & Innovation) 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 1,718 times and there were 354 views of the townhall recording.

4. Overview of feedback received in response to the proposal

There were 108 submissions received from staff during the consultation period. The NTEU also provided a written response. The key themes, in no particular order, were:

1. The role of digitisation and mapping services as infrastructure for the University, and impacts on service delivery stemming from reduction in capacity of the Digital Scholarship team including the CartoGIS capability;
2. The role of the ANU Press in delivering impact aligned with the University's mission and impacts on service delivery arising from reduction in capacity of the ANU Press team;
3. Other feedback relating to the Scholarly Information Services;
4. Inaccuracies and inconsistencies in the Change Proposal;
5. Impacts relating to loss of corporate knowledge and expertise with the disestablishment of the Business Development Team;
6. Challenges and alternative approaches to the proposed structure of University-wide health and medicine related research support;
7. Impact of disestablishment of the Research Funding and Development Team; and
8. 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, but have been reflected in the feedback summaries below. In addition, there were a number of submissions not aligned with the above themes but related to potential impact of disestablishing individual positions named in the Change Proposal. Although these are not addressed individually in the responses below (including to protect the privacy of individual respondents), the feedback has been genuinely considered and incorporated in the portfolio's overall planning as a result. Any individual staff members concerned about continuity for specific initiatives within their teams are encouraged to discuss them with their supervisor and area lead.

- 1. The role of digitisation and mapping services as infrastructure for the University, and impacts on service delivery stemming from reduction in capacity of the Digital Scholarship team including the CartoGIS capability;**

Feedback was received from both staff and the NTEU raising concerns related to the proposed reduction in capacity for the Digital Scholarship team, including:

- Digitisation as an underpinning research infrastructure for the Library and Archives.
- Loss of specialist expertise around digitisation, conservation and management of research and archival materials.
- The impact of a reduction in capacity on workloads and the ability to deliver externally funded digitisation projects.
- CartoGIS is a specialist service provided for free to the ANU community including creation of custom maps and is especially utilised by scholars of Asia, the Pacific and Indigenous Australia. Reduction in service would increase external costs and lower quality of maps.
- Impact on essential services required to deliver on Open Research requirements.

Response:

Digitisation

The University holds important physical materials in research and archival collections at risk of loss and deterioration. Digitisation of materials is an ongoing requirement for the University and aligned with strategic goals. Therefore, it is essential for the University to retain some digitisation capability, but in the current environment the University must be increasingly strategic in prioritising its limited resources. The University will narrow the scope of services and focus our efforts on essential activities, ensuring that staff workloads are aligned with this renewed strategic focus. It is acknowledged that activity will slow as a consequence of this plan.

Open Access research

Continued delivery of Digital Theses, the University's Open Research platform and Data Commons platform are essential for the University. As a direct result of feedback, the eResearch Support Officer position will be retained to ensure continuity in delivery of Digital Theses, the University's Open Research platform and Data Commons platform. The position will be re-titled to Repository Open Access Coordinator to better reflect the duties of the role. This position supports ANU to continue to meet funder requirements for open access research publication. Further work is required in 2025 to improve publication and open research services across the Research & Innovation portfolio.

CartoGIS services

The current ANU service model for CartoGIS is highly valued by the research community for its high level of service delivery, and it was noted through the feedback that the level of service is unique among Australian universities. Whilst valuing the work of CartoGIS, maintaining this level of service is not feasible in the current context. The University intends to reduce operational capacity and workload for mapping activities. The Senior GIS Officer will have an increasing focus on user training in mapping tools, enabling researchers, particularly HDR students, to upskill.

The implementation plan aims to strike a balance between (i) recognising that mapping is an important element of publication particularly in focus areas such as Pacific studies and Indigenous studies; (ii) recognising that the University currently incurs significant costs

maintaining this service level; (iii) enabling the majority of researchers to support their own requirements through training; (iv) building a community of practice that enables increased levels of peer-to-peer support and knowledge transfer.

2. The role of the ANU Press in delivering impact aligned with the University's mission and impacts on service delivery arising from reduction in capacity of the ANU Press team

Feedback received highlighted the importance of ANU Press as part of the University's remit, particularly in relation to strategic priorities of Indigenous scholarship and Asia and Pacific research. These are areas where ANU Press is seen as a global leader and focus on high-quality scholarship consistent with our national mission. Feedback also indicated a level of ongoing uncertainty about the viability of the ANU Press and the need for a review to refresh the ANU Press's strategic direction and service model. The NTEU also provided feedback indicating there was a lack of clarity about the number of affected positions within ANU Press.

Response:

The University supports continued operation of the ANU Press, supported by the Research Initiatives and Infrastructure (RII) team as an important part of the research strategy of the University. The reporting lines of the ANU Press will be moved from the Director SIS to the Operations and Business Manager (RII).

A review of ANU Press will be urgently commissioned to deliver recommendations in Q1 2025 regarding opportunities to reset the governance and operational model of the ANU Press and put it on a more sustainable and strategic footing going forward. The last external review of ANU Press was held in 2016.

Recognising a current, urgent need for operational support for the Press in alignment with strategic priorities, and the need to reshape the profile of the team to meet requirements, the two positions proposed to be disestablished in the change proposal will be retained and retitled to better reflect the required duties into the future. In addition, the Manager position (currently vacant) will be reclassified from ANUO8 to SM1 and a new fixed-term position of Production Coordinator ANUO6/7 will be established. A vacant Publishing Assistant ANUO4 role will be disestablished.

3. Other feedback relating to the Scholarly Information Services Division

Feedback received highlighted the impacts of change across multiple teams within the SIS Division, and the challenges of maintaining high-quality, user-centric services, including impacts on the University's library collections due to the Expenditure Task Force.

Specific feedback was also received around the realignment of positions to the Legal, Governance and Risk (LGAR) Division including the need to maintain particular functional roles, and the links between archives and records.

Response:

The University is taking a phased, deliberate and iterative approach to make permanent reductions in salary and non-salary spending. The University acknowledges the challenge facing the provision of ANU library services in adapting to reduced resource availability in line with the broader University. This will require new ideas, innovative approaches, and where appropriate, consulting with the University community on changes to services. The Library will also draw increasingly on support from the broader Research & Innovation portfolio, particularly for shared services such as communications.

As a result of feedback, one (1) position (Records Management Officer) will remain within the R&I portfolio, rather than transfer to Legal, Governance and Risk. The Associate Director for Archives and Records will be retitled as Associate Director, Archives and Collections. Additionally, the Senior Collections Advisor for the University will now report to the Associate Director, Archives and Collections, bringing together archives and collections under one leadership structure. The consultation has also led to the establishment of a ANU6/7 User Experience role to manage client engagement with ANU student leaders, user groups and relevant stakeholders across the Libraries.

4. Inaccuracies and inconsistencies in the Change Proposal

Feedback received highlighted inaccuracies and inconsistencies in titles and reporting lines contained within the Change Proposal.

Response:

We extend our sincere apologies for any confusion resulting from inaccuracies in the information provided in the Change Proposal. While every effort was made within the available parameters to ensure accuracy, we acknowledge that some errors occurred. We recognise the added challenges these inaccuracies may have caused and have taken comprehensive steps to address them. All feedback has been thoroughly reviewed, and relevant stakeholders have been consulted to ensure clarification to affected staff and that inaccuracies and inconsistencies have been resolved.

5. Impact relating to loss of corporate knowledge and expertise with the disestablishment of the Business Development (BD) Team**Summary of feedback**

Feedback received includes cases demonstrating the value of specific individuals and the risk of corporate knowledge being lost.

Feedback also included a few submissions relating to the need for BD specialists to be close to researchers, i.e. not fully centralised.

A case was made for the creation of a strategic grants team sitting within Research Partnerships and Translation (RPT) to support researchers following the disestablishment of BD and RFD teams.

Response:

Business Development (BD) requires specific discipline and sector knowledge and is best delivered locally. The past few years, and recent consultation with Colleges, have demonstrated that the type of support required needs to be primarily cross-disciplinary in nature and more broadly in the space of strategic grants. This requires expertise in partnership engagement, as well as knowledge of research development and project management with the support of specialised support services for tenders, consulting and professional learning opportunities.

This is not the value proposition and model the BD team was established to deliver and this change in strategic direction is required to ensure the Portfolio has the right expertise to support the University across all pillars of the research lifecycle.

Impacted Business Development Managers will be invited to apply for the Stakeholder Relationship Manager role within Research Partnerships and Translation (RPT).

The (RPT) approach to support Engagement and Partnerships activities will follow the 'embedded' service delivery model, i.e. a centralised team with delivery of the service occurring in the local areas.

6. Challenges and alternative approaches to the proposed structure of University-wide health and medicine related research support

Summary of feedback

The feedback received about the establishment of centralised support for NHMRC and MRFF was broadly positive. There were concerns raised that the level of resourcing proposed was insufficient for the volume of work required. Feedback also highlighted concerns relating to the risk to business continuity and the loss of corporate and expert knowledge on NHMRC and MRFF due to the proposed changes to the CHM research management team.

Response

The Change Proposal aims to support current capabilities and meet research needs through targeted reorganisation that supports more holistic and standardised delivery of operations, services and budgets, while also achieving efficiencies.

In response to feedback from the CHM Change Proposal and the Research & Innovation Change Proposal—and aligned with this objective—CHM's research management team, consisting of thirteen staff members, will be transferred directly to the DVC(R&I) Portfolio. The Research Development Managers will be directly transferred to the Engagement and Partnerships Team within Research, Partnerships and Translation. The Research

Management Team will be under the leadership of Chief, Research and Information Services. The Program Manager (Transform) will be transferred to the Research Initiatives and Infrastructure team. The Project Officer and Executive Officer will be transferred to the Office of the Deputy Vice-Chancellor (Research & Innovation). This will minimise disruption to the activities of our research community and ensure preservation of specialist skills and knowledge.

7. Impact of disestablishment of the Research Funding and Development Team

Summary of feedback

The feedback received on this theme was in relation to the liaison function of the current Research Funding and Development team with external funding bodies (such as the ARC) and as the coordination point between College Research Offices, and compliance activities currently done by the team. Some feedback was in relation to research support for research-active areas of the University that sit outside a College structure, e.g. the First Nations Portfolio. Comments were also noted in relation to the purpose of creating a Compliance and Information Officer role, and whether these would take on the same work as the positions proposed for disestablishment.

Response

The Change Proposal aims to lay the foundations for a more effective way of providing research support services. Expertise in Research Management currently exists in each College Research Office (CRO), who already provide most of the research management support for academic staff. The portfolio will continue to empower CROs to exercise their judgement in providing advice to academic staff in their areas and to communicate directly with funding bodies where necessary. There continues to be ongoing work into how research support functions are, and should, be provided across the University, which will help the portfolio to have a fair and consistent approach to research support services.

The new Compliance and Information Officer position will work closely with current members of the Compliance team to ensure the University meets its legislative and other regulatory requirements in areas such as Foreign Interference and Defence Exports. This role will also have a specific focus on regulatory compliance activities related to research funding bodies (that have normally been outside the remit of 'standard' post-award services). These represent only a small fraction of the functions currently performed by the Research Funding and Development team, which cannot reasonably be managed by individual CROs. The Compliance and Information Officer will not provide grant management support.

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

Summary of feedback

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 potential 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 inclusion of two potential risks in the Change Proposal was to 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, and ensure compliance with its legislative obligations.

Summary of feedback

The University thanks respondents for their thoughtful and considered feedback about the Change Proposal provided during the consultation period. These have been taken into consideration as we plan for the implementation phase of the changes. We would like to reassure the ANU community that the work towards realigning the diverse functions supported (directly and indirectly) by the Research and Innovation portfolio is ongoing, and we will continue to consult with academic and professional staff across the University in the coming months. We remain committed to the goals outlined in the Research Strategy 2024+, including our commitment to providing an environment where researchers and research support staff are enabled and empowered to realise the impact of ANU research. Importantly, we will openly work within the portfolio to ensure we address the demand challenges our service areas may face as a result of the proposed changes.

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:

Professional Staff

- The establishment of four [4] professional staff positions and reclassification of one [1] vacant position;
- The disestablishment of [23] continuing positions;

- The disestablishment of [6] vacant continuing position;
- The disestablishment of [4] fixed term positions;
- The disestablishment of [1] vacant fixed term position;
- The realignment and direct transfer of [14] continuing positions;
- The realignment and direct transfer of [13] College of Health and Medicine 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**. New and realigned positions open to an Expression of Interest process are provided in **Table 3**. Position descriptions for these roles are included at appendix 2. Positions being realigned to the Portfolio from the College of Health and Medicine are outlined in **Table 4**.

Table 1: Positions confirmed to be disestablished

Position #	Position title	Level/position status	Confirmed occupant impact	# of positions
RESEARCH PARTNERSHIPS AND TRANSLATION (RPT)				
Business Development				
31824	Head, Business Development	Senior Manager 3 (Continuing)	Declared surplus	1
39135	Business Development Manager	Senior Manager 1 (Continuing)	Declared surplus	1
37138	Business Development Manager	Senior Manager 1 (Continuing)	Vacant position disestablished	1
36114	Business Development Manager	Senior Manager 1 (Continuing)	Declared Surplus	1
36114	Business Development Manager	Senior Manager 1 (Fixed Term)	End fixed term contract	1
36113	Business Development Manager	Senior Manager 1 (Fixed Term)	End fixed term contract	1
38558	Business Development Manager	Senior Manager 1 (Fixed Term)	End fixed term contract	1
36118	Business Development Manager	Senior Manager 1 (Fixed Term)	End fixed term contract	1
Commercialisation and IP				
31982	Commercial Development Manager	Senior Manager 1 (Fixed Term)	Vacant Position disestablished	1
23406	Commercial Development Manager	Senior Manager 1 (Continuing)	Declared surplus	1
39856	Data Administrator	ANU Officer 5 (Continuing)	Declared surplus	1
RESEARCH AND INFORMATION SERVICES (RIS)				
Research Funding and Development				
38542	Research Funding Manager	Senior Manager 2 (Continuing)	Declared surplus	1
39568	Research Services Coordinator	ANU Officer 6/7 (Continuing)	Declared surplus	1
33936	Research Services Coordinator	ANU Officer 6/7	Declared surplus	1

		(Continuing)		
35962	Research Services Coordinator	ANU Officer 6/7 (Continuing)	Declared surplus	1
Other positions				
20906	Research Support Officer	ANU Officer 5 (Continuing)	Declared surplus	1
29635	Research Ethics Officer	ANU Officer 4 (Continuing)	Declared surplus	1
10706	Data Analyst, RE&I	ANU Officer 6/7 (Continuing)	Declared surplus	1
34890	Manager, RE&I	Senior Manager 1 (Continuing)	Declared surplus	1
Graduate Research				
33712	Senior Project Officer	ANU Officer 8 (Continuing)	Vacant position disestablished	1
39343	NECTAR Administrator	ANU Officer 5 (Continuing)	Vacant position disestablished	1
33793	Learning Advisor	ANU Officer 8 (Continuing)	Vacant position disestablished	1
SCHOLARLY AND INFORMATION SERVICES (SIS)				
21128	Archives Assistant	ANU Officer 2/3 (Continuing)	Declared surplus (vacant)	1
28041	Archives Repository Assistant	ANU Officer 2/3 (Continuing)	Declared surplus	1
12678	Communications Specialist	ANU Officer 6/7 (Continuing)	Declared surplus	1
6031	Library Comms Team Leader	ANU Officer 8 (Continuing)	Declared surplus	1
342	Communications Designer Library Communications Team	ANU Officer 6/7 (Continuing)	Declared surplus	1
6854	Administrator, Academic Skills	ANU Officer 4 (Continuing)	Declared surplus	1
12707	Digital Design Officer	ANU Officer 4/5 (Continuing)	Declared surplus	1
35120	Technical Officer	ANU Officer 6 (Continuing)	Declared Surplus	1
18463	Loans Desk Assistant	ANU Officer 2/3 (Continuing)	Declared Surplus	1
388	Standdown Loans Desk Assistant	ANU Officer 2/3 (Continuing)	Declared Surplus	1
19513	Publication Assistant	ANU Officer 4 (Continuing)	Declared Surplus (vacant)	1
30801 30997	Digitisation Project Officer	ANU Officer 6/7 (Continuing)	One role declared surplus. Reduction in capacity from 2 roles to 1 role through EOI process	1
TOTAL				34

Table 2: Realigned and directly transferred positions

Position #	Position title	Level/position status	Confirmed Occupant impact	No. of Positions
33110	Administrative Assistant [ANU Press]	ANU Officer 4 (Continuing)	Retitle position to Press Assistant	1

31256	Marketing and Communications Officer [ANU Press]	ANU Officer 6/7 (Continuing)	Retitle position to Publishing Industry Liaison Officer	1
28407	eResearch Support Officer	ANU Officer 5 (Continuing)	Retitle position to Repository Open Access Coordinator	1
1175	Associate Director	Senior Manager 2 (Continuing)	Retitle position to Associate Director (Archives and Collections) Reporting Line Change from Director SIS to PVC (Research Initiatives and Infrastructure)	1
2872	Manager, Drill Hall Gallery	Senior Manager 1 (Continuing)	Reporting Line Change from Director SIS to PVC (Research Initiatives and Infrastructure)	1
34005	Senior Collections Advisor	ANU Officer 8 (Continuing)	Reporting Line Change from Operations and Business Manager (RIL) to Associate Director (Archives and Collections)	1
12689	Manager, Digital Scholarship	ANU Officer 8 (Continuing)	Reporting Line Change from Director, SIS to Associate Director, Library Services	1
35169	Senior Privacy Officer	Senior Manager 1 (Continuing)	Reporting Line Change to Director, Governance and Risk	1
19828	FOI Senior Information & Governance Officer	ANU Officer 8 (Continuing)	Reporting Line Change to Director, Governance and Risk	1
35684	FOI Information Governance Support Officer	ANU Officer 4 (Continuing)	Reporting Line Change to Director, Governance and Risk	1
8340	EDRMS Administrator	ANU Officer 6/7 (Continuing)	Reporting Line Change to Director, Governance and Risk	1
36809	Senior Data Governance Officer	Senior Manager 1 (Continuing)	Reporting Line Change to Director, Governance and Risk	1
27745	Records Management Officer	ANU Officer 4 (Continuing)	Reporting Line Change to Senior Archivist	1
311	University Librarian and Director, SIS	University Librarian	Reporting Line Change to PVC Research Initiatives and Infrastructure	1
TOTAL				14

Table 3: New and Realigned positions open to EOI process

Position title	Level/position status	Confirmed Occupant impact	No. of Positions
Compliance and Information Officer	ANU06/7 (Continuing)	New Position	1
Stakeholder Relationship Manager	SM1 (Continuing)	New Position	1
Production Coordinator, ANU Press	ANU06/7 (Fixed-Term)	New position	1
Manager, ANU Press	SM1 (Continuing)	Vacant position Reclassified from ANU08. Reporting line changed from Director, SIS to Operations and Business Manager, Research Initiatives and Infrastructure.	1
User Experience Coordinator, SIS	ANU06/7	New Position	1
TOTAL			5

Table 4: Positions realigned from the College of Health and Medicine

Position #	Position title	Level/position status	Confirmed Occupant impact	No. of Positions
39440	Program Manager (TRANSFORM)	Senior Manager 2 (Fixed Term)	Realign to the Office of the DVC-RI	1
13366, 37469	Research Development Manager	Senior Manager 1 (Continuing)	Realign to the Engagement and Partnerships team	2
35510	Manager, Research Management	Senior Manager 1 (Continuing)	Realign to the Research and Information Services team	1
16454	Deputy Manager, RM	ANU Officer 8 (Continuing)	Realign to the Research and Information Services team	1
38792	Executive Officer – Research	ANU Officer 8 (Continuing)	Realign to the Office of the DVC-RI	1
40747	Senior Research Management Officer	ANU Officer 6/7 (continuing)	Realign to the Research and Information Services team	1
39117, 16602, 40430, 39037	Senior Administration Officer	ANU Officer 6/7 (Continuing)	Realign to the Research and Information Services team	4
39409	Project Officer	ANU Officer 6/7 (Fixed Term)	Realign to the Office of the DVC-RI	1
39418	Research Support Officer	ANU Officer 5 (Fixed Term)	Realign to the Research and Information Services team	1
TOTAL				13

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. Comments have also been included above.

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	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• 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.

	<ul style="list-style-type: none"> • 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
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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 positions is set out in Section 5 'Impact of the change to be implemented'. In support of the changed work requirements, five (5) new positions are also being created. Details of these positions 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 ANU, 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 timeline 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]
Update on ANU wide Expenditure Taskforce seeking feedback and information about non-salary savings	12 November 2024 [COMPLETED]
Collation of feedback from Consultation and preparation of Implementation Plan	From 1 November 2024
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)	Advisers to Staff	staff.adviser@anu.edu.au
Maaria Haque - Ext 58283 (Tuesday, Wednesday & Thursday)		

Amanda Morrison - Ext 52211 (Wednesday)		
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

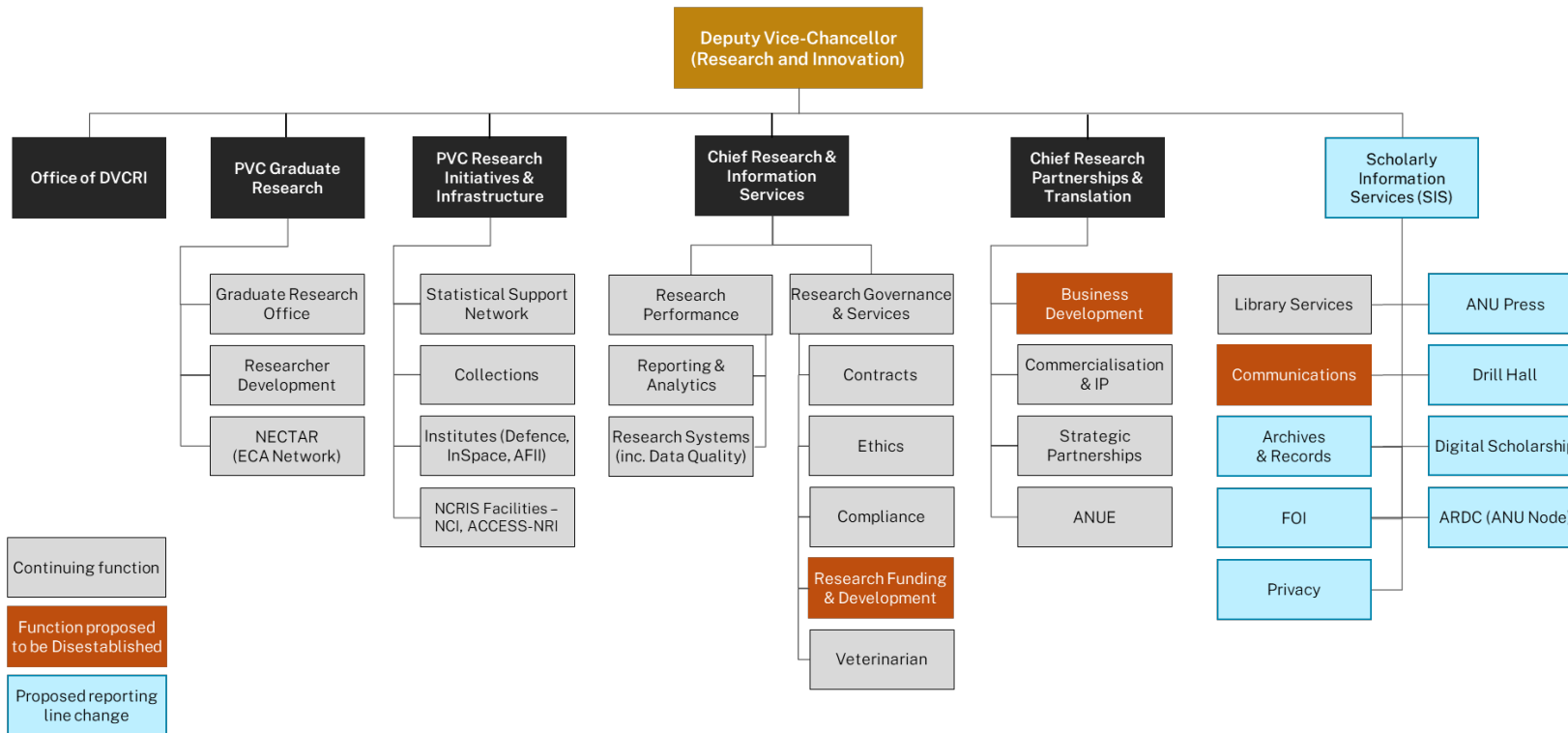
Appendix 1 – Current and future organisational structure

Appendix 2 - Position descriptions for new roles

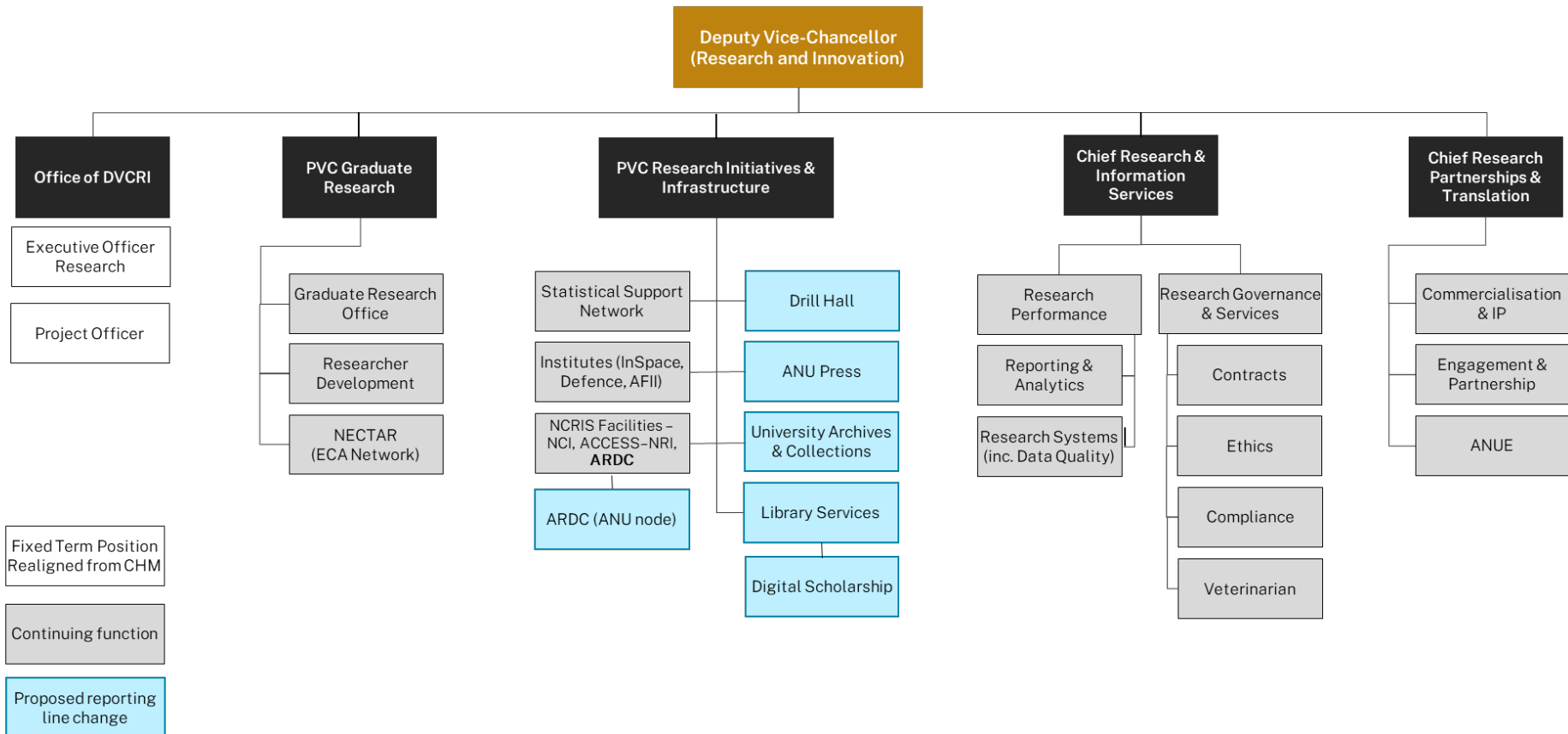


Appendix 1 – current and future organisational structure

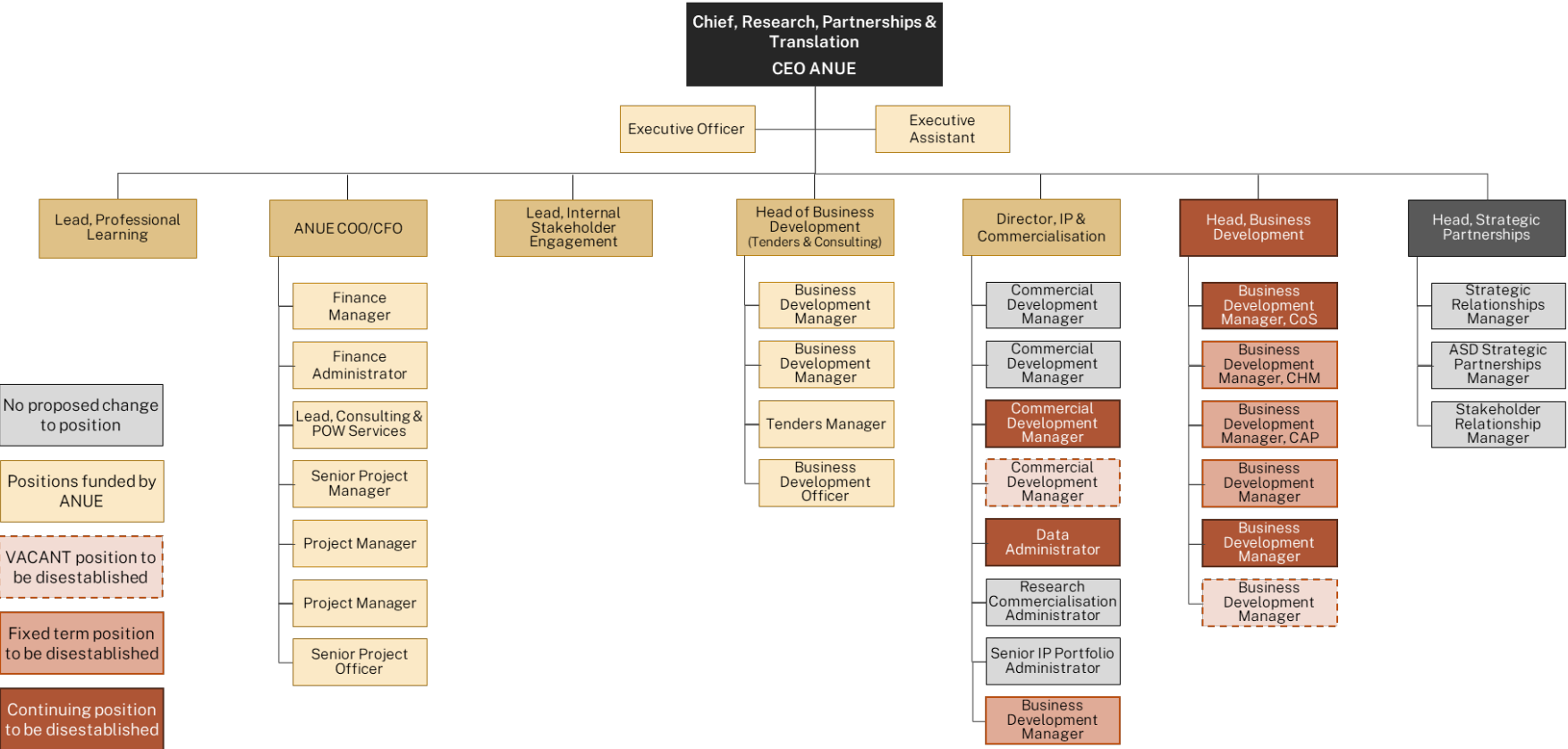
Current state – DVC (R&I)



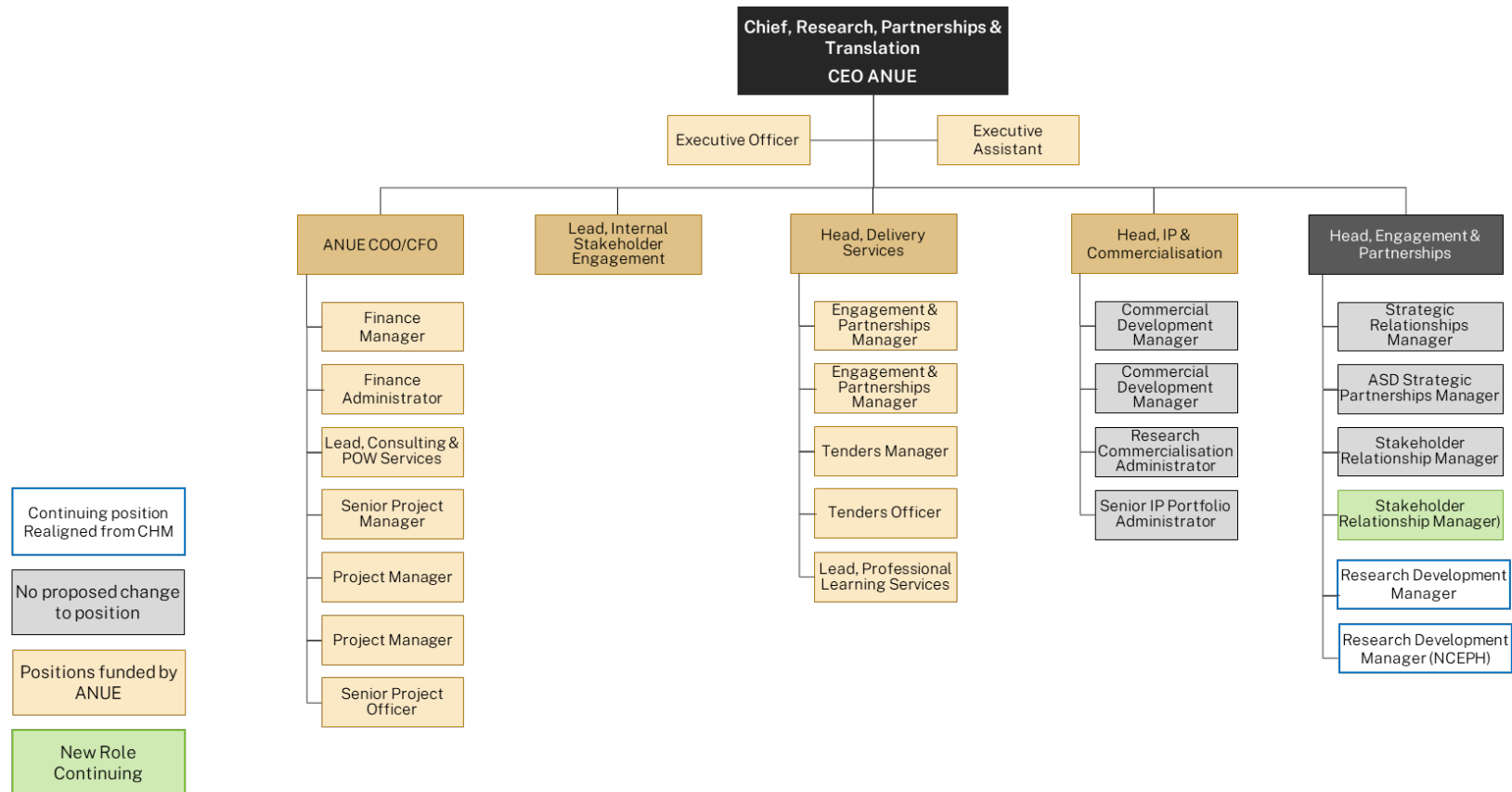
Future state – DVC(R&I)



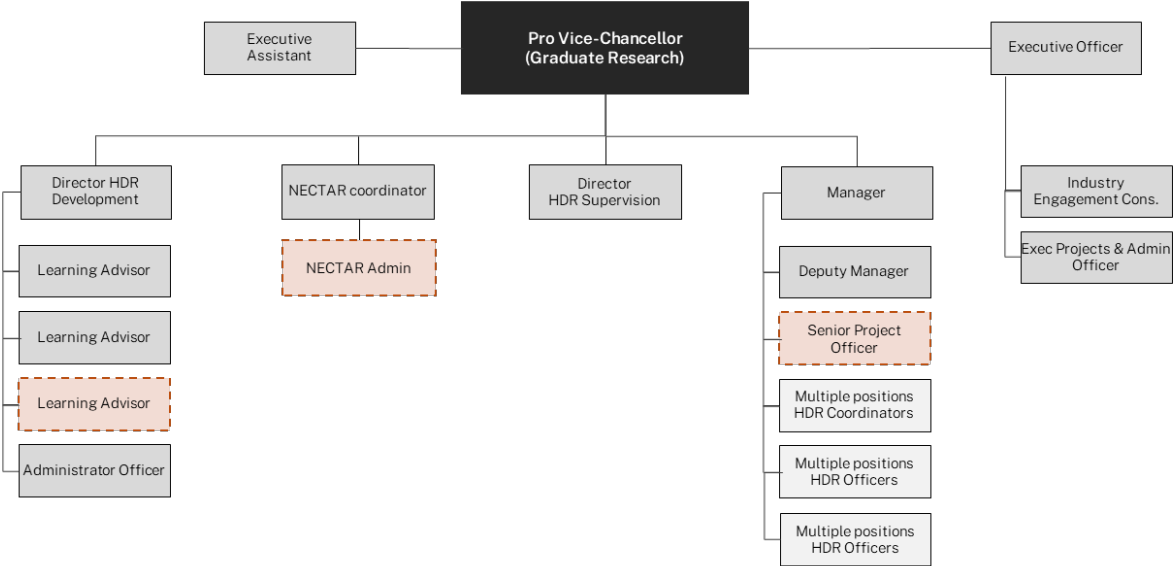
Current state – Research Partnerships & Translation (RPT)



Future state – Research Partnerships & Translation (RPT)



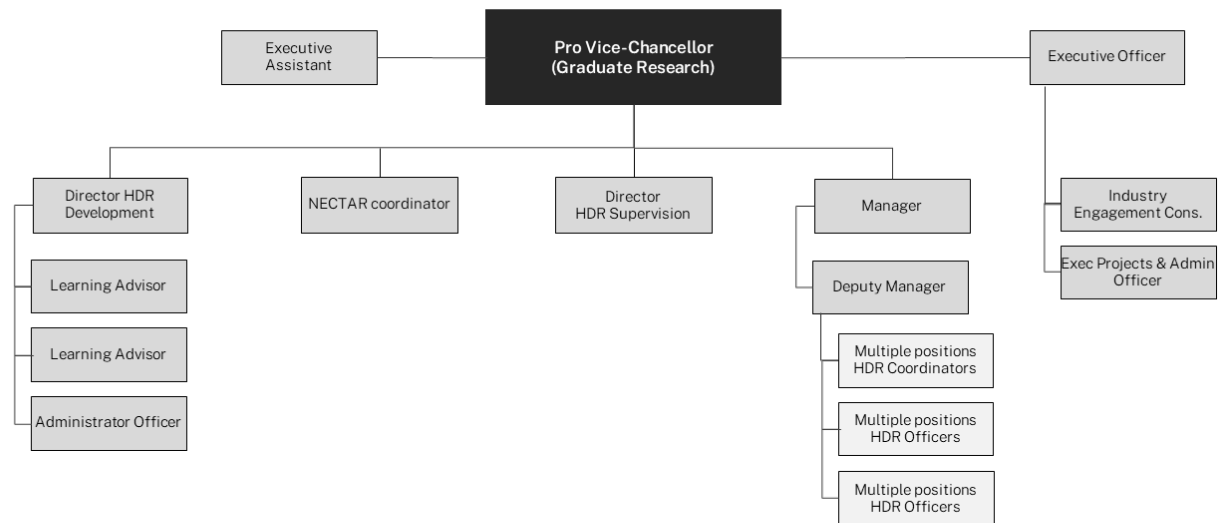
Current state – PVC Graduate Research



No proposed change to position

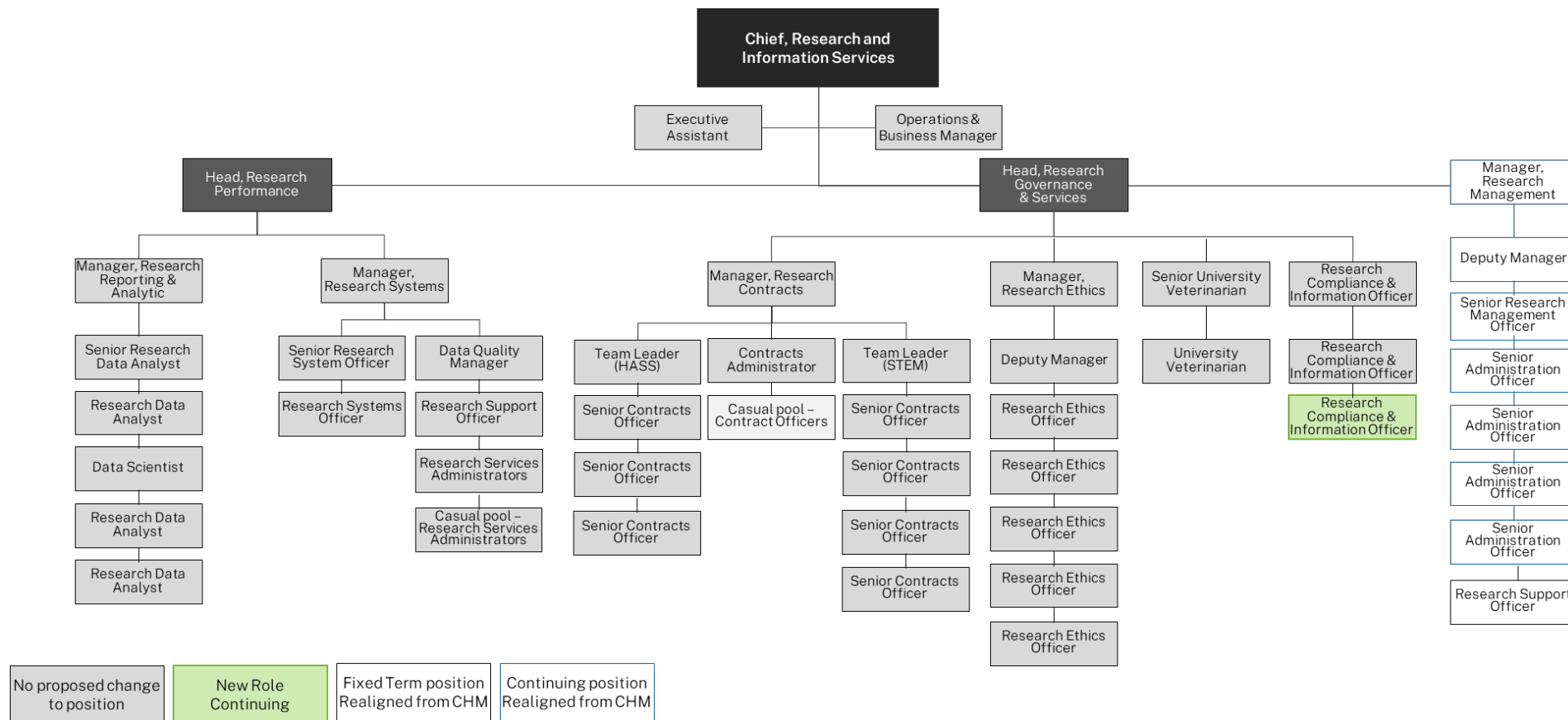
VACANT position to be disestablished

Future state – PVC Graduate Research



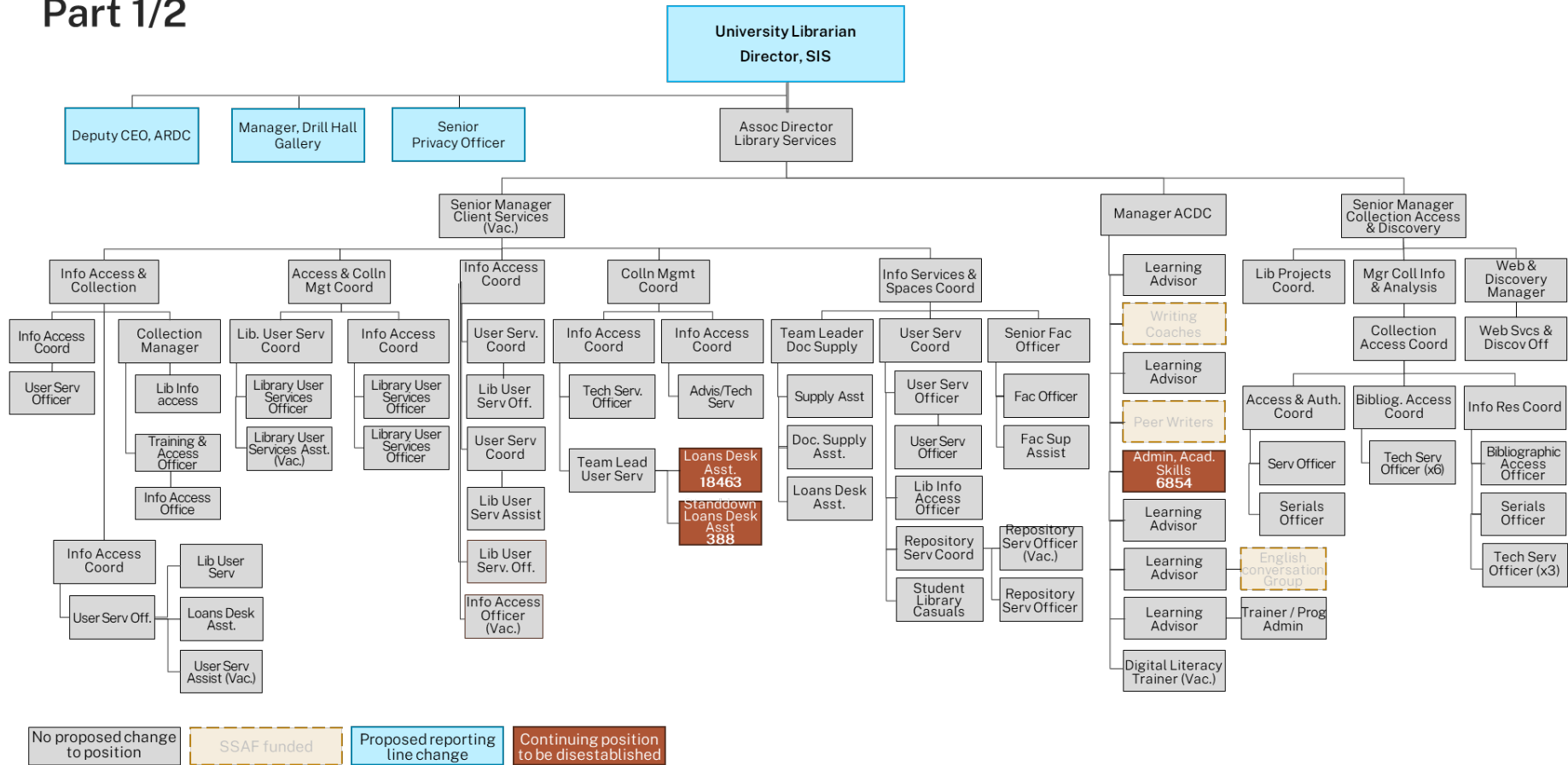
No proposed change to position

Future state – Research & Information Services (RIS)



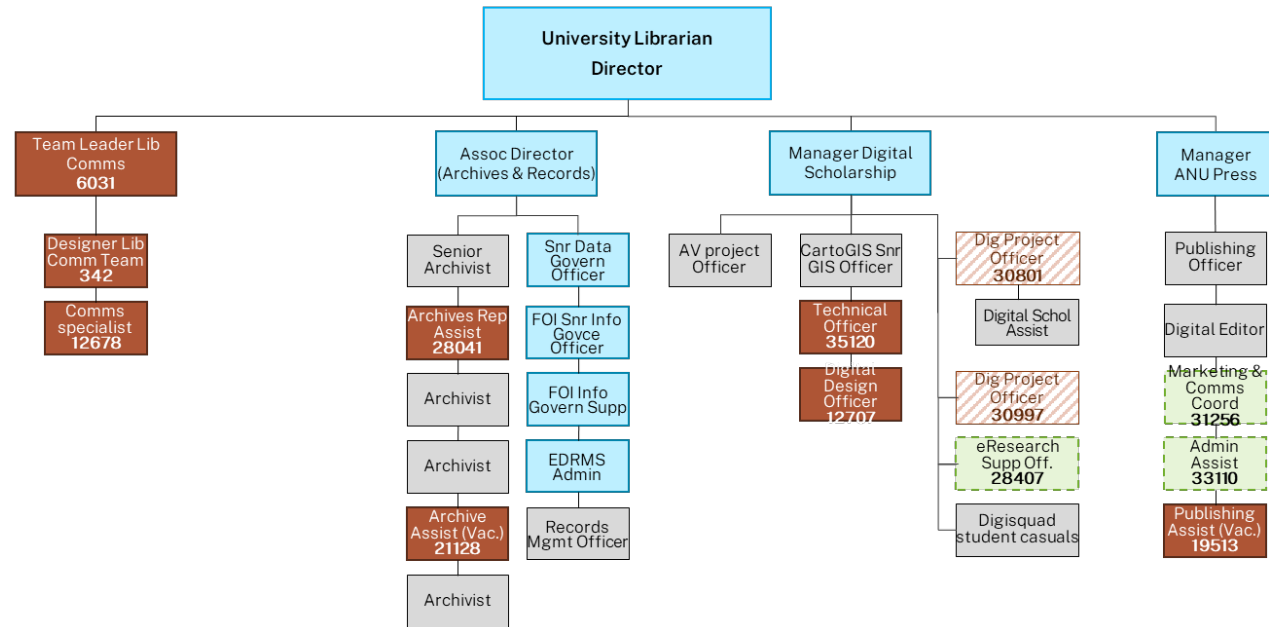
Current state – Scholarly Information Services (SIS)

Part 1/2



Current state – Scholarly Information Services (SIS)

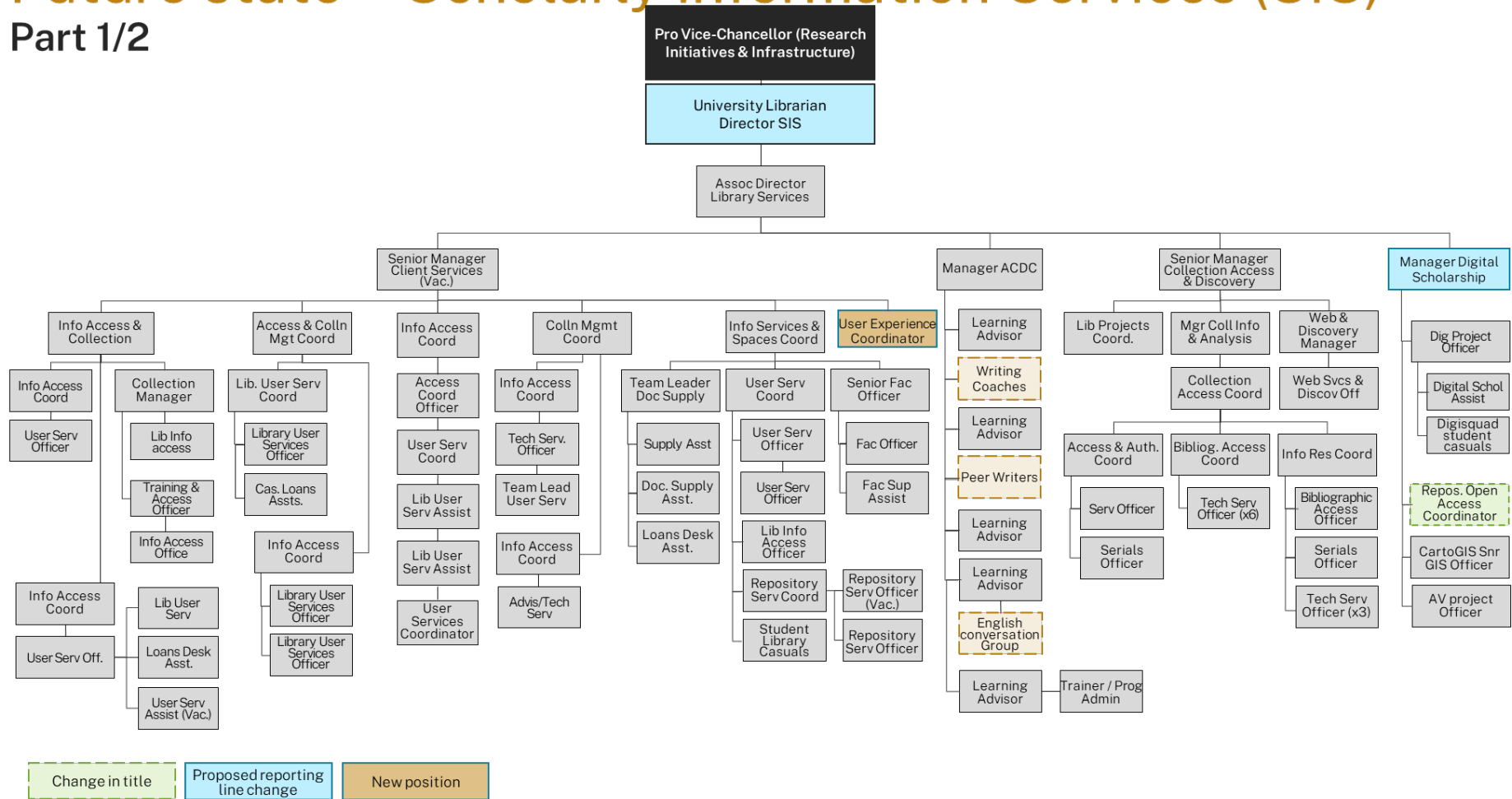
Part 2/2



No proposed change to position
Change in title
Proposed reporting line change
Continuing position to be disestablished
Reduction in capacity

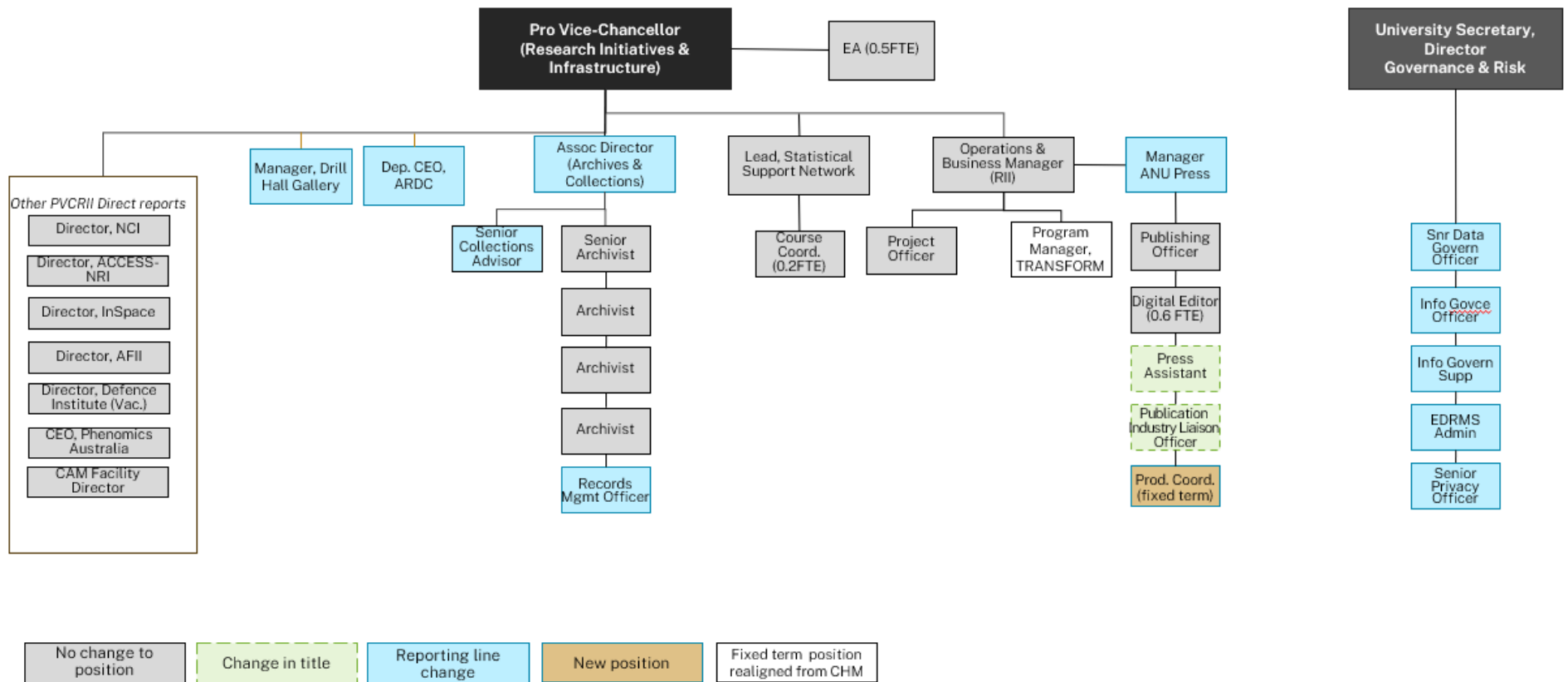
Future state – Scholarly Information Services (SIS)

Part 1/2



Future state – Scholarly Information Services

Part 2/2



Appendix 2 - Position descriptions for new roles

Position Description

College/Division:	Research and Innovation
Faculty/School/Centre:	
Department/Unit:	Research and Information Services
Position Title:	Research Compliance and Information Officer
Classification:	ANU Officer Grade 6/7 (Administration)
Position No:	
Responsible to:	Head, Research Governance and Services
Number of positions that report to this role:	0
Delegation(s) Assigned:	N/A

PURPOSE STATEMENT

The Research and Innovation Portfolio (the Portfolio) is responsible for the University's delivery of high quality research outcomes and impact through industry and business engagement and strategic partnerships with Australian and international agencies, alliances and external partners that will enhance the University's strategic goals. The Portfolio is led by the Deputy Vice Chancellor for Research and Innovation (DVC-RI.)

The Office of Research and Information Services is part of the Portfolio and is responsible for high quality services and advice at both an operational and strategic level in supporting the University's research endeavours. In collaboration with College staff and other Portfolio staff the Division provides leadership in the operations and management of research and innovation services in support of the University's strategic goals.

The Research Compliance and Information Officer provides high level, comprehensive support across the Research and Information Services Offices , including the monitoring and support of university-level research integrity activities, monitoring compliance and governance of major research projects, analysis of data, preparation of reports, and supporting the Division communications.

KEY ACCOUNTABILITY AREAS

Position Dimension & Relationships:

Reporting to the Head, Research Governance and Services, the Research Compliance and Information Officer works with members of the Division and broader Research and Innovation Portfolio as required, and liaises collaboratively with staff across campus and external stakeholders to support compliance and regulatory implementation including but not limited to research integrity, DTCA, Foreign Interference and Foreign Arrangements.

The Officer also coordinates development and delivery of training programs relevant to research compliance matters and coordinate research integrity investigations as required. They area is also responsible for coordinating and providing support on research services projects and communications activities across the Division including providing additional support to manage peak workloads and provide support for *ad hoc* projects.

Role Statement:

Under broad direction, the Research Compliance and Information Officer will:

1. Coordinate research services initiatives and provide high level and complex advice and support services on a wide range of research matters, including but not limited to research data, analysis and reporting and research integrity, ensuring timely and high-quality delivery within the agreed timeframes.
2. Monitor compliance of research standards, ensuring arising issues are addressed in a timely manner. Support the compilation and distribution of reports, ensuring that data is analysed by undertaking thorough investigative actions, producing accurate information presented with insightful and contextual recommendations and/or solutions.

3. Coordinate and provide high-level assistance with the updating and distribution of information materials, development and delivery of training programs relevant to research compliance, including email distribution where appropriate., as well as performance and data, ensuring timely and high-quality delivery.
4. Coordinate communication channels and strategies to support program implementation and compliance. This includes the development and maintenance of the Office's information sites (website and Sharepoint sites)
5. Coordinate regulatory compliance activities and reporting, both internally and externally. Particularly, submissions to the University Foreign Interference Advisory Committee (FIAC) and reporting of foreign arrangements to the Department of Foreign Affairs and Trade.
6. Provide high-level committee and meeting coordination and support, including preparation of agendas, collation, review and circulation of documents, minute-taking and follow-up on action items to ensure resolution within the agreed timeframes
7. Contribute to new initiatives and provide input to develop and improve the University's research practices and processes, with a commitment to continuous improvement and best practice in research management and research service delivery.
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 accordance with the principle of multi-skilling.

SELECTION CRITERIA

1. Relevant degree with demonstrated experience in management support in a complex organisation or an equivalent combination of relevant experience and qualifications/ training. Demonstrated experience in effective project coordination and working in a complex research environment will be highly regarded.
2. Sound knowledge of and demonstrated experience with contemporary management practices with the ability to interpret and apply policies, procedures and legislative requirements to manage risk and compliance.
3. Demonstrated high level literacy, written and verbal communication skills with proven experience drafting complex documentation and/or reports.
4. Demonstrated liaison skills with the ability to consult effectively with stakeholders in a culturally diverse environment.
5. Demonstrated analytical and problem-solving skills and a high degree of attention to detail, with a proven ability to use initiative, investigate issues, collect and analyse data and to make influential recommendations on solutions.
6. Proven organisational skills and the ability to prioritise own workload and to work effectively both independently and as part of a team, meeting demanding deadlines and delivering high quality outcomes.
7. Highly developed computer skills, including proficiency using the MsOffice suite and experience with online data management systems. Advanced skills in Excel will be highly regarded.
8. 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:		Position:	

References: [Professional Staff Classification Descriptors](#)



Position Description

College/Division:	Research and Innovation Portfolio
Faculty/School/Centre:	Office of Research, Partnerships and Translation
Department/Unit:	Engagement and Partnerships
Position Title:	Stakeholder Relationships Manager
Classification:	Senior Manager 1 (Specialist)
Position No:	
Responsible to:	Head, Engagement and Partnerships, RPT
Number of positions that report to this role:	nil
Delegation(s) Assigned:	D6

PURPOSE STATEMENT:

The Research and Innovation Portfolio provides leadership and oversight of the University's research strategies to deliver high quality research outcomes and impact, including through commercialisation, and industry and business engagement. The Office of Research, Partnerships and Translation (RPT) is responsible for partnering with ANU researchers, professional staff and external stakeholders to help create impact and drive growth engagement with our community and our Industry and Government partners. The Stakeholder Relationships Manager will support external engagement and partnerships with ANU to help create impact and drive institutional revenue growth through commercial engagement.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

The Stakeholder Relationships Manager will report to the Head, Engagement and Partnerships, RPT, with key responsiveness to the Chief, RPT, and Deputy Vice-Chancellor, Research and Innovation. The position holder will need to maintain close working relationships with academic leaders and relevant staff primarily in areas of health and medicine but also across the University, the Research and Innovation Portfolio and RPT team. They will cultivate relationships with key external partners, industry, government and the wider community in collaboration with internal stakeholders as appropriate to strategic priorities. The Stakeholder Relationship Manager will play a leading role as an intermediary between academic and external partners to assist in the formation of effective and strategic collaborations.

Role Statement:

Under the broad direction of the Head, Engagement and Partnerships and in direct collaboration with RPT staff the Stakeholder Relationships Manager will establish, develop and manage relationships, and plan and implement strategic engagement and partnership activities primarily for health and medicine, in particular, the role will develop, implement and report against a plan with strategies and actions to drive new engagements and support partnerships with industry and government through the following activities:

- Identify and create new engagement opportunities that use, expand and develop research and academic capabilities of the University Evaluate research and academic capability for engagement and partnership potential, and lead the planning and implementation strategies;
- Provide effective leadership and manage key relationships for engagements and partnerships setting objectives and monitoring their progress.

- Build strong working relationships across the University and externally. Engage and manage stakeholders through change and collaboratively resolve conflict and manage sensitivities.
- identify funding opportunities and oversee the development of proposals through to contract signing, in collaboration with University staff including RPT tenders and strategic grants support teams and RIS;
- Oversight program delivery and growth of key strategic partnerships to ensure timely and effective delivery of initiatives and commitments.
- Represent the area in a range of activities, establishing and maintaining key strategic internal and external networks, negotiating on behalf of the University to advance ANU interests.
- Provide high-level strategic advice to various Executives on prospective and existing related engagements and partnerships.
- Oversee and prepare a range of written material including but not limited to project plans, proposals, business cases, contracts, reports and other corporate documentation.
- 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 level of the position and in line with the principle of multi-skilling.

Please note this role may require the occupant to travel domestically and internationally.

SELECTION CRITERIA:

1. Postgraduate qualifications and extensive experience in business development, project management with industry and government agencies OR an equivalent combination of experience and education/training in Health and Medicine.
2. Demonstrated experience in effectively establishing engagements and on-going support for industry/government-academia collaboration and partnership, including the ability to develop and implement strategies to transform research and education outcomes into commercial applications. Candidates who can demonstrate established relationships with and knowledge of ANU staff in the discipline of health and medicine, as well as relationships with Government partners will be seen favourably
3. Demonstrated analytical, problem solving and organisational skills and a demonstrated ability to meet priorities, manage competing deadlines and take initiative and use sound judgement in decision-making. Ability to work with high level of autonomy.
4. Demonstrated developed interpersonal and communication skills and experience in the provision of advice to senior management, including the preparation of high-quality written materials for a variety of audiences and to support business and commercial opportunities.
5. Understanding of and experience in the financial and legal aspects of business deals, including ongoing review of contracts and setting risk frameworks for engagement.
6. Demonstrated ability to engage across the University to encourage integrative research and education programs and engender a positive culture of collaboration will be essential.

A demonstrated high-level understanding of equal opportunity principles and a commitment to the application of EO policies in a university context.

Supervisor/Delegate Name:

Date:

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 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	<input type="checkbox"/>	<input type="checkbox"/>	laboratory work	<input type="checkbox"/>	<input type="checkbox"/>
lifting, manual handling	<input type="checkbox"/>	<input type="checkbox"/>	work at heights	<input type="checkbox"/>	<input type="checkbox"/>
repetitive manual tasks	<input type="checkbox"/>	<input type="checkbox"/>	work in confined spaces	<input type="checkbox"/>	<input type="checkbox"/>
Organizing events	<input type="checkbox"/>	<input type="checkbox"/>	noise / vibration	<input type="checkbox"/>	<input type="checkbox"/>
fieldwork & travel	<input type="checkbox"/>	<input type="checkbox"/>	electricity	<input type="checkbox"/>	<input type="checkbox"/>
driving a vehicle	<input type="checkbox"/>	<input type="checkbox"/>			
NON-IONIZING RADIATION			IONIZING RADIATION		
solar	<input type="checkbox"/>	<input type="checkbox"/>	gamma, x-rays	<input type="checkbox"/>	<input type="checkbox"/>
ultraviolet	<input type="checkbox"/>	<input type="checkbox"/>	beta particles	<input type="checkbox"/>	<input type="checkbox"/>
infra red	<input type="checkbox"/>	<input type="checkbox"/>	nuclear particles	<input type="checkbox"/>	<input type="checkbox"/>
laser	<input type="checkbox"/>	<input type="checkbox"/>			
radio frequency	<input type="checkbox"/>	<input type="checkbox"/>			
CHEMICALS			BIOLOGICAL MATERIALS		
hazardous substances	<input type="checkbox"/>	<input type="checkbox"/>	microbiological materials	<input type="checkbox"/>	<input type="checkbox"/>
allergens	<input type="checkbox"/>	<input type="checkbox"/>	potential biological allergens	<input type="checkbox"/>	<input type="checkbox"/>
cytotoxics	<input type="checkbox"/>	<input type="checkbox"/>	laboratory animals or insects	<input type="checkbox"/>	<input type="checkbox"/>
mutagens/teratogens/ carcinogens	<input type="checkbox"/>	<input type="checkbox"/>	clinical specimens, including blood	<input type="checkbox"/>	<input type="checkbox"/>
pesticides / herbicides	<input type="checkbox"/>	<input type="checkbox"/>	genetically-manipulated specimens	<input type="checkbox"/>	<input type="checkbox"/>
			immunisations	<input type="checkbox"/>	<input type="checkbox"/>
OTHER POTENTIAL HAZARDS (please specify):					
Supervisor/Delegate Name:			Date:		



Position Description

College/Division:	Research & Innovation Portfolio
Faculty/School/Centre:	Research Initiatives and Infrastructure
Department/Unit:	ANU Press
Position Title:	Productions Coordinator
Classification:	ANU Officer Grade 6/7 (Administration)
Position No:	
Responsible to:	Manager, ANU Press
Number of positions that report to this role:	0
Delegation(s) Assigned:	0

PURPOSE STATEMENT:

The Production Coordinator is responsible for coordination and production of print and electronic materials as part of the ANU Press, an innovative and open-access scholarly press.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

Reporting to the Manager, ANU Press, the Production Coordinator is a key member of a dynamic unit responsible for publishing appropriate research material in electronic format, particularly monographs. Working closely with authors, reviewers and publishers, the role coordinates efficient operations of day-to-day activities across the publication pipeline, including assisting in evaluation of material, management of the peer review/referee support process, communications with authors, and managing copyright procedures and permissions.

Role Statement:

1. Provide support to Editorial Boards in relation to their editorial operations and liaise with academic authors, referees and graphic designers.
2. Ensure quality control and implementation of workflows for the publication of scholarly material including copy editing and peer review processes, in an electronic environment.
3. Overview and implement relevant bibliographical and indexing procedures to support ANU Press.
4. Develop and implement procedures for rights management including the provision of information about these matters.
5. Support Preparation of information about ANU Press, its plans, policies and procedures in print and via the web, and provide training to authors as required.
- 6.
7. Assist ANU Press with document presentation, promotional material and the design of book covers.
8. Undertake other duties as directed by the Manager of ANU Press, under principles of multi-skilling.

SELECTION CRITERIA:

1. A degree with subsequent relevant experience in the editing or production of scholarly materials, demonstrated experience in developing and applying editorial quality procedures, and demonstrated ability to operate within defined editorial guidelines.
2. Proven experience in coordinating the production of print, ebook and online formats in an academic/trade publishing environment, and knowledge of current issues associated with digital publishing.
3. Proven experience with a range of computer software to implement appropriate print and web publishing formats (e.g. Microsoft Office, Adobe Creative Suite (InDesign, Photoshop, Acrobat), WordPress, ebook (EPUB, mobi) production, and graphic design and desktop publishing software).
4. Demonstrated ability to build collaborative relationships with key stakeholders relevant to the role of the Press (such as academic authors, reviewers, freelance editors, and graphic designers in the production of publications)
5. Demonstrated knowledge of rights management and copyright issues in a modern publishing context.
6. Demonstrated ability to display initiative and flexibility, contribute new ideas, critically evaluate current systems and processes, and to contribute to ongoing improvements in a small team.
7. Proven ability to assess priorities, allocate workloads and manage conflicting deadlines, and to work as part of a team.
8. Demonstrated high level of written and oral communication and interpersonal skills, including an ability to clearly communicate, consult, negotiate and liaise with clients both internal and external to the University including colleagues, senior managers and the academic community.
9. 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.

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

References:

[General Staff Classification Descriptors](#)

[Academic Minimum Standards](#)



Pre-Employment Work Environment Report

Position Details

College/Div/Centre	Research and Innovation	Dept/School/Section	ANU Press
Position Title	Publications Coordinator	Classification	ANU Officer Grade 6/7 (Admin)
Position No.		Reference No.	

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

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

Supervisor's Signature:		Print Name:		Date:	
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Position Description

College/Division:	Research & Innovation
Faculty/School/Centre:	Research Initiatives and Infrastructure (RII)
Department/Unit:	ANU Press
Position Title:	Manager, ANU Press
Classification:	Senior Manager 1 (Administration)
Position No:	341
Responsible to:	Operations and Business Manager (RII)
Number of positions that report to this role:	4
Delegation(s) Assigned:	D6

PURPOSE STATEMENT:

The occupant of the position will provide proactive and strategic advice, guidance and support, on publishing promoting and facilitating the impact and engagement of academics through publishing ANU scholarship through the ANU Press. It will play a key role in in managing complex, strategic projects and initiatives, engaging stakeholders and delivering high quality publishing, supporting the achievement of the University's strategic goals, in particular the communication of researcher and engagement with public policy and international developments.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

The Manager, ANU Press reports to Operations and Business Manager RII. The position works in close cooperation with senior academic staff who serve on Editorial Boards and authors. The Manager, ANU Press will work closely with other groups within the Research Portfolio and other service divisions to support the achievement of the University's strategic objective. The Manager, ANU Press plays a significant role in the development of strategic plans, working closely with staff in the relevant Central Divisions and Colleges.

Role Statement:

Under the broad direction of the University Librarian, perform the following duties:

1. Provide effective leadership, management and engagement of the ANU Press team, ensuring that all objectives and deadlines are met, in particular to facilitate the impact and engagement of academics through publishing ANU scholarship.
2. Ensure that strategic, proactive and expert advice is provided to the senior management and staff on all matters relating to university publishing.
3. Develop and implement strategies for achieving the area's publication targets, ensuring relevant consultation with all stakeholders, defining performance indicators to describe initiatives and monitoring the strategy's effectiveness and efficiency, analysing gaps and planning relevant gap-closing actions.
4. Prepare various strategic reports and analytics, including on aspects such as impact of publications, marketing, competitor data and market trends. Conduct in-depth market research and investigate trends, making recommendations to inform strategies and plans to support the achievement of the University's objectives.
5. Across the breadth of the position's range of responsibilities, manage staff including identifying staff development needs.
6. Other duties as requested, consistent with the classification level of the position and in line with the principle of multi-skilling.
7. Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity.

SELECTION CRITERIA:

1. Relevant Postgraduate qualifications and demonstrated extensive management experience or an equivalent combination of experience and education/training.
2. Proven strategic advice and planning skills to support senior management, and experience developing and implementing scholarly communication and publishing plans to achieve strategic goals.
3. Demonstrated high level analytical, problem-solving and decision-making skills and experience analysing data from multiple sources and making recommendations on strategic initiatives..
4. Demonstrated people management and engagement experience in a culturally diverse environment, with an ability to coach and mentor staff, to prioritise workloads and to lead the team to deliver on challenging objectives in a timely manner and on budget.
5. Demonstrated ability to work under pressure and with minimal supervision and to manage conflicting deadlines.
6. High level of interpersonal, liaison and consultation skills with demonstrated effective communication skills and experience developing comprehensive written documentation and reports, including guidelines/ procedures and negotiating with academics to delivery timely and strategic initiatives..
7. Demonstrated high level of initiative and a commitment to high quality service provision.
8. A demonstrated high level of understanding of equal opportunity principles and a commitment to the application of EO policies in a university context.

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

References:

[General Staff Classification Descriptors](#)

[Academic Minimum Standards](#)



Australian
National
University

Pre-Employment Work Environment Report

Position Details

College/Div/Centre	Scholarly Information Services	Dept/School/Section	ANU Press
Position Title	Manager, ANU Press	Classification	Senior Manager 1 (Admin)
Position No.	341	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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	laboratory work	<input type="checkbox"/>	<input type="checkbox"/>
lifting, manual handling	<input type="checkbox"/>	<input type="checkbox"/>	work at heights	<input type="checkbox"/>	<input type="checkbox"/>
repetitive manual tasks	<input type="checkbox"/>	<input type="checkbox"/>	work in confined spaces	<input type="checkbox"/>	<input type="checkbox"/>
catering / food preparation	<input type="checkbox"/>	<input type="checkbox"/>	noise / vibration	<input type="checkbox"/>	<input type="checkbox"/>
fieldwork & travel	<input type="checkbox"/>	<input type="checkbox"/>	electricity	<input type="checkbox"/>	<input type="checkbox"/>
driving a vehicle	<input type="checkbox"/>	<input type="checkbox"/>			
NON-IONIZING RADIATION			IONIZING RADIATION		
solar	<input type="checkbox"/>	<input type="checkbox"/>	gamma, x-rays	<input type="checkbox"/>	<input type="checkbox"/>
ultraviolet	<input type="checkbox"/>	<input type="checkbox"/>	beta particles	<input type="checkbox"/>	<input type="checkbox"/>
infra red	<input type="checkbox"/>	<input type="checkbox"/>	nuclear particles	<input type="checkbox"/>	<input type="checkbox"/>
laser	<input type="checkbox"/>	<input type="checkbox"/>			
radio frequency	<input type="checkbox"/>	<input type="checkbox"/>			
CHEMICALS			BIOLOGICAL MATERIALS		
hazardous substances	<input type="checkbox"/>	<input type="checkbox"/>	microbiological materials	<input type="checkbox"/>	<input type="checkbox"/>
allergens	<input type="checkbox"/>	<input type="checkbox"/>	potential biological allergens	<input type="checkbox"/>	<input type="checkbox"/>
cytotoxics	<input type="checkbox"/>	<input type="checkbox"/>	laboratory animals or insects	<input type="checkbox"/>	<input type="checkbox"/>
mutagens/teratogens/ carcinogens	<input type="checkbox"/>	<input type="checkbox"/>	clinical specimens, including blood	<input type="checkbox"/>	<input type="checkbox"/>
pesticides / herbicides	<input type="checkbox"/>	<input type="checkbox"/>	genetically-manipulated specimens	<input type="checkbox"/>	<input type="checkbox"/>
			immunisations	<input type="checkbox"/>	<input type="checkbox"/>
OTHER POTENTIAL HAZARDS (please specify):					

Supervisor's Signature:		Print Name: Roxanne Missingham	Date:	
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Position Description

College/Division:	Research Innovation
School/Centre:	Scholarly Information Services
Department/Unit:	Library Services
Position Title:	User Experience Coordinator
Classification:	ANU Officer 6/7 (Administration)
Position Number:	New
Responsible to:	Senior Manager Client Services
Number of positions that report to this role:	Nil
Delegation(s) Assigned:	TBA

PURPOSE STATEMENT:

The User Experience Coordinator within the ANU Library works with key stakeholder groups to improve overall experience for library users.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

Reporting to the Senior Manager, Client Services, the User Experience Coordinator is responsible for developing and maintaining positive networks and relationships with key library stakeholders including library staff, student representatives and staff users.

The role of the User Experience Coordinator is to gather, analyse and coordinate responses to feedback in line with principles of user-centred design. To effect change, the User Experience Coordinator must bring exceptional service skills and be able to draw on networks of colleagues.

Role Statement:

Under broad direction the User Experience Coordinator will:

- Develop and proactively maintain positive working relationships across key stakeholder networks with the purpose of improving user experiences for all library users.
- Gather feedback and ideas about library services through a range of mechanisms that may include direct approaches, user experience research, regular catch-ups with staff and student representatives, workshops and surveys.
- Develop reports, presentations or other materials that capture user needs, contributing these towards Library strategic plans.
- Analyse library services including user stories and requirements, with a view to implementing user-centred approaches to Library functions.
- Advocate for continuous improvements in service design, in line with our service performance principles (value for money, user-centric, simple, outstanding, no wrong door and strategic).
- Ensure timely flow of communications between the Library and key stakeholders, including development and distribution of relevant materials to improve familiarity with Library services. Materials are developed in line with University branding requirements and associated policies and procedures.
- Plan, develop and execute tailored outreach strategies for key stakeholder groups (drawing on other resources within the Library and broader University as required).
- Proactively liaise with marketing and communications staff across the university to maximise the reach of information about library services.
- Comply with all ANU policies and procedures, particularly those related to work health and safety and equal opportunity.
- Perform other duties as requested, consistent with the classification level of the position and in line with the principle of multitasking.

SELECTION CRITERIA:

1. Degree in a relevant field with demonstrated experience in client engagement, user-centred design or library services in a complex organisation, or an equivalent combination of relevant experience and qualifications/ training. Experience in a library or higher education domain is highly desirable.
2. Demonstrated outstanding customer service and communication skills, with an ability to liaise effectively with stakeholders in a culturally diverse environment and advocate for users.
3. Demonstrated analytical and problem-solving skills, with a proven ability to use initiative, investigate issues, collect and analyse data and to make recommendations on solutions.
4. Highly developed written and oral communication skills, including experience delivering reports and presentations, and ability to conduct facilitated workshops or interviews.
5. Experience coordinating outreach strategies that may include a mix of event planning, strategic communications and face-to-face engagement. Experience in production of materials for social media, or with coordinating market day/conference stalls, will be highly regarded.
6. Proven organisational skills and ability to prioritise own workload and to work effectively both independently and as part of a team, meeting demanding deadlines and delivering high quality outcomes.
7. Highly developed computer skills, including using contemporary relevant office and marketing and communication tools.
8. 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.

References:

[Professional Staff Classification Descriptors](#)



Pre-Employment Work Environment Report

Position Details

College/Div/Centre	Research & Innovation Portfolio	Dept/School/Section	ANU Library
Position Title	User Experience Coordinator	Classification	ANU Officer 6/7 (Administration)
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-systemhandbook>
- 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

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