



## Position Description

<b>College/Division:</b>	ANU College of Science
<b>School/Centre:</b>	Institute for Climate, Energy & Disaster Solutions (ICEDS)
<b>Position Title:</b>	Executive Education Officer
<b>Classification:</b>	ANU Officer 5 (Administration)
<b>Position No:</b>	
<b>Responsible to:</b>	Executive Education Manager, ICEDS
<b>Number of positions that report to this role:</b>	None
<b>Delegation(s) Assigned:</b>	None

### PURPOSE STATEMENT

Climate, energy and disasters are crucial and growing issues for Australia and the region. In recognition of this, ANU formed the Institute for Climate, Energy & Disaster Solutions in 2021 by integrating three former ANU Institutes (the Climate Change Institute, Energy Change Institute, and Disaster Risk Science Institute) to address the inter-linked issues that climate change, energy change and disasters pose. The Institute for Climate, Energy & Disaster Solutions (ICEDS) initiates and supports the development of transdisciplinary research teams across ANU with the aim of securing long-term, large-scale research funding and ensuring broad societal impact. The Institute also focuses on outreach, policy engagement, executive education, and facilitation and coordination roles, and has a lead role in the ANU Below Zero initiative (to reduce ANU greenhouse gas emissions to below zero by 2030) and the ANU Grand Challenge for Zero-Carbon Energy for the Asia-Pacific.

A core element of the Institute's activities is its Executive Education Program (professional short courses), which are under increasing demand from governments, NGOs and the private sector within Australia, Asia, the Pacific, and the rest of the world. The ICEDS Executive Education program offers educational opportunities which encompass the multiple dimensions of climate change, energy change, and disaster mitigation and response.

The Executive Education Officer provides general organisation and administrative support to deliver an efficient and effective ICEDS Executive Education program. Reporting to the ICEDS Executive Education Manager and working collaboratively with other members of the ICEDS team, the Executive Education Officer provides advice and assistance on a wide range of administration matters to support academic/teaching staff and short course participants.

### KEY ACCOUNTABILITY AREAS

#### Position Dimension & Relationships:

The Executive Education Officer reports to the Executive Education Manager and works closely with other ICEDS staff. The position undertakes a broad range of organisational and administrative tasks relating to executive education at the Institute, providing support to ICEDS staff, course lecturers, and course participants. The position fosters and maintains the Institute's close and effective working relationships throughout ANU and with external stakeholders. The Executive Education Officer works in partnership with the ICEDS professional team members and with colleagues in the College and Central University Services.

### ROLE STATEMENT

Under the direction of the Executive Education Manager, and working closely with short course Convenors and ICEDS Program Officers, the Executive Education Officer will:

1. Provide organisational and administrative support, liaising with staff and course participants, to deliver an efficient and effective executive education program, including:
  - a. Facilitating professional short courses, both online, in-person and in hybrid form (sometimes outside of core business hours).
  - b. Keeping up-to-date the various Excel-based calendars and registers relating to short courses.
  - c. Coordinating with sessional academic staff who contribute to the short courses.
  - d. Coordinating with course participants before, during and/or after short courses, as required.
  - e. Preparing course documentation and the set-up of educational platforms (e.g. Moodle).
  - f. Filtering short course applications against established criteria.
  - g. Creating and updating course evaluation reports.
  - h. Other administrative tasks relating to the executive education program.

2. Provide general advice, problem solving, and support to the Institute Manager, Executive Education Manager, and the Course Convenors relating to the development, design, implementation or evaluation of executive education opportunities, learning platforms, professional development, and training activities.
3. Ensure that the required records and databases are maintained in accordance with Institute, University and legislative guidelines and requirements, and provide support for routine and ad hoc reporting and analysis to ICEDS leadership, relevant advisory committees, and the University from these records.
4. Comply with all ANU policies and procedures, in particular those relating to work health and safety and equal opportunity.
5. Perform other duties as directed, consistent with the classification level of the position and in line with the principle of multi-skilling.

## SELECTION CRITERIA

1. At least two years of tertiary study. Interest, experience or tertiary studies in a field relevant to climate change, energy change or disaster preparedness and response is highly regarded.
2. Excellent written, verbal and interpersonal communication skills, including the ability to facilitate courses and write with confidence on a range of topics.
3. Demonstrated high level customer service skills and an ability to consult and liaise effectively with a range of stakeholders in a culturally diverse environment.
4. 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.
5. Proficiency using the MS Office suite and experience with online data management platforms. Experience with website maintenance would be highly regarded.
6. A demonstrated understanding of equal opportunity principles and policies and a commitment to their application in a University context.

**References: Professional Staff Classification Descriptors**



# Pre-Employment Work Environment Report

## Position Details

College/Div/Centre	ANU College of Science	Dept/School/Section	ICEDS
Position Title	Executive Education Support Officer	Classification	ANUO 5
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](http://info.anu.edu.au/Policies/_DHR/Procedures/Employment_Medical_Procedures.asp)

## Potential Hazards

<ul style="list-style-type: none"> <li>• Please indicate whether the duties associated with appointment will result in exposure to any of the following potential hazards, either as a <b>regular</b> or <b>occasional</b> part of the duties.</li> </ul>					
TASK	regular	occasional	TASK	regular	occasional
key boarding	X	<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	X	<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"/>
allergens	<input type="checkbox"/>	<input type="checkbox"/>	potential biological allergens		<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"/>
<b>OTHER POTENTIAL HAZARDS (please specify):</b>					