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## Position Description

<b>College/Division:</b>	DVC Student and University Experience
<b>Faculty/School/Centre:</b>	University Experience
<b>Department/Unit:</b>	
<b>Position Title:</b>	Case Manager, Sexual Misconduct
<b>Classification:</b>	ANU Officer Level 6/7 (Specialist)
<b>Position No:</b>	
<b>Responsible to:</b>	Practice Lead, Sexual Misconduct
<b>Number of positions that report to this role:</b>	Nil
<b>Delegation(s) Assigned:</b>	Nil

### PURPOSE STATEMENT:

The Case Manager, Sexual Misconduct works across the University Experience division to ensure that sexual assault and sexual harassment disclosure and response requirements of the University are met, provides specialist support to the University to develop high quality case coordination and referral policies and procedures and ensures safe, accessible, confidential and timely responses to disclosures of sexual assault and/or sexual harassment across ANU.

Reporting to the Practice Lead, Sexual Misconduct this role is responsible for providing high quality case management and ensuring accessible, confidential and timely responses to disclosures, with a focus on improved outcomes for students and staff at ANU. Managing a range of presentations by students and staff the position will identify and provide a range of secondary interventions including access to appropriate information, cross campus co-ordination of followup and engagement of other internal and external services where necessary. The role will also work closely with the Respectful Relationship Unit to ensure prevention strategies are underpinned by robust case management practices.

### KEY ACCOUNTABILITY AREAS:

#### Position Dimension & Relationships:

The Case Manager, Sexual Misconduct will contribute to the University's commitment to monitor and respond to disclosures of sexual assault and sexual harassment, contribute to sexual violence prevention activities, development of policies and procedures, provision of training programs and meeting ANU reporting requirements. This role is a vital contributor to creating a safe and healthy place for all students and staff at ANU.

#### Role Statement:

Under the broad direction of the Practice Lead, Sexual Misconduct, the role will:

1. Provide high quality case management support with a focus on improving access to support following a disclosure, timely and effective safemaking, information and resources, coordination of cross campus responses and referral to internal and external services, enabling improved outcomes
2. Actively manage the online disclosure tool, ensuring compliance with ANU agreed service levels, provision of informative statistics and regular reports for Practice Lead, Sexual Misconduct with a focus on continual improvement of responses to disclosures.
3. Maintain high quality, confidential case management records according to ANU and legislative requirements and continuously monitor and review cases handled by the University.
4. Provide professional advice to managers and employees in other parts of the University and contribute to the education of the broader University community in regard to responding to disclosures.
5. Develop and maintain links with internal stakeholders, and staff in student support roles in Academic Colleges, Service Divisions and on campus accommodation services at ANU to provide an integrated approach to service delivery.
6. Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity.
7. Other duties as required, consistent with the classification of the position and the principle of multi-skilling.

**SELECTION CRITERIA:**

1. A degree or diploma in a relevant field (eg. Community Services, Social Work, Community Development, Counselling or Health Services) or year 12 certificate and extensive relevant work experience (or an equivalent combination of extensive relevant experience and training) in a large organisation of wellbeing and support service functions.
2. Demonstrated experience in case coordinating person-centered, trauma informed supports and responses and provision of specialist advice in the area of sexual assault and sexual harassment with working knowledge of relevant legislation.
3. Proven ability to exercise sound judgement and understand and apply effective case coordination planning, implementation, review and record keeping strategies which result in improved access and outcomes for students and staff.
4. Well-developed written and interpersonal communication skills with demonstrated ability to interact and work collaboratively with a diverse range of stakeholders including students, professional and academic staff, Government Departments and community on confidential and sensitive matters.
5. Highly developed computer skills and experience with online data management platforms or website maintenance. Management of an online disclosure or Customer Relationship Management (CRM) tool highly regarded.
6. High-level organisational skills, including the proven ability working to deadlines to achieve operational outcomes and the ability to maintain a flexible and proactive approach to tasks within a busy work environment.
7. A demonstrated level of understanding of equal opportunity principles, policies and a commitment to the application in a University context.

**Please note: The successful applicant must have rights to live and work in this country and will require a current ACT Working with Vulnerable People registration. 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.**

<b>Supervisor/Delegate Signature:</b>		<b>Date:</b>	30/06/2021
Printed Name:	James Brann	<b>Uni ID:</b>	U1113291

**References:**

[General Staff Classification Descriptors](#)

[Academic Minimum Standards](#)



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# Pre-Employment Work Environment Report

## Position Details

<b>College/Div/Centre</b>	DVC SUE	<b>Dept/School/Section</b>	University Experience
<b>Position Title</b>	Case Manager, Sexual Misconduct	<b>Classification</b>	6/7
<b>Position No.</b>		<b>Reference No.</b>	

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](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](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](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.

<b>TASK</b>	<b>regular</b>	<b>occasional</b>	<b>TASK</b>	<b>regular</b>	<b>occasional</b>
key boarding	<input checked="" type="checkbox"/>	<input type="checkbox"/>	laboratory work	<input type="checkbox"/>	<input type="checkbox"/>
lifting, manual handling	<input type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	Electricity	<input type="checkbox"/>	<input type="checkbox"/>
driving a vehicle	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
<b>NON-IONIZING RADIATION</b>			<b>IONIZING RADIATION</b>		
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"/>			
<b>CHEMICALS</b>			<b>BIOLOGICAL MATERIALS</b>		
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"/>
<b>OTHER POTENTIAL HAZARDS (please specify):</b>					

<b>Supervisor's Signature:</b>		<b>Print Name:</b>		<b>Date:</b>	
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