



**Australian
National
University**

Position Description

College/Division:	Deputy Vice-Chancellor Education (DVCE) / Experience, Wellbeing and Inclusion
Department/Unit:	Inclusive and Respectful Communities / Education, Prevention, Development
Position Title:	Program Coordinator, Prevention, Education and Development
Classification:	ANU Officer 6/7 (Administration)
Position No:	34755
Responsible to:	Program Lead, Prevention and Community Education (33765)
Number of positions that report to this role:	Nil
Delegation(s) Assigned:	N/A

PURPOSE STATEMENT:

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

The Inclusive and Respectful Communities team at ANU is dedicated to fostering a safe, respectful, and inclusive environment for all members of the university. The team supports the development and implementation of strategies and policies including the Gender Equity Strategy, Sexual Violence Prevention Strategy, Anti-Racism Report and Mental Health Strategy. The team also focuses on the prevention of gender-based violence and other harmful behaviours. The team drives positive, sustainable change through education and whole-of-community interventions and provides professional services - including education, community engagement, capacity building, consultation and planning facilitation - to support ANU communities to change culture and effectively address the drivers of sexual assault and sexual harassment and other harmful behaviours. The Inclusive and Respectful Communities team hosts the ANU LGBTIQA+ Ally network, which provides training and resources to support the LGBTIQA+ community across the University.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

The Program Coordinator, Prevention, Education and Development works under the broad direction of the Program Lead, Prevention and Community Education supporting the development and implementation of projects and activities that support the inclusion and diversity of the ANU community as well as the promotion of respectful behaviours.

Role Statement:

Under broad direction from the Program Lead, the Program Coordinator will:

- Support the implementation of inclusion and respectful communities activities including, but not limited to, development of education and information materials, presenting workshops and organising events.
- Undertake desktop research, benchmarking and other data analyses to support the development of initiatives to support diverse communities and minimize harmful behaviours on-campus.
- Oversee the development and coordination of engagement initiatives that seek to support student voice, particularly in the prevention of sexual violence and other harmful behaviours at ANU.
- Oversee other community engagement initiatives, including the LGBTIQA+ Ally Network, anti-racism and peer-led initiatives that support the objectives of the team.
- Support data collection, analysis and reporting across a range of inclusion and respectful communities 'data metrics.
- Coordinate the development of outreach materials (e.g. posters, pamphlets) ensuring compliance with ANU marketing guidelines.

- Comply with all ANU policies and procedures, particularly 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

See the [classification descriptors for professional staff](#) and [minimum standards for academic staff](#)

SELECTION CRITERIA:

1. A relevant tertiary qualification or an equivalent combination of relevant work experience and education/training.
2. Demonstrated experience and success in supporting the implementation of inclusion, diversity or respectful relationships projects including anti-racism, supporting LGBTIQ+ communities and the prevention of gender-based violence.
3. Excellent editorial and written communication skills with demonstrated ability to develop resources that communicate complex material to diverse audiences.
4. Experience in delivering workshops and facilitating group activities and an ability to liaise effectively with diverse and stakeholders and vulnerable communities.
5. Demonstrated ability to work both independently and as a member of a team to manage projects and prioritise tasks according to the demands of high-pressure peak periods.
6. Highly developed computer skills, including using contemporary relevant office and communications tools. Experience using digital technologies and social media management would be highly regarded.
7. Demonstrated ability to handle sensitive information with respect and discretion.
8. A demonstrated high level of understanding of equal opportunity principles and policies and a commitment to their application in a university context.

The ANU conducts background checks on potential employees, and employment in this position is conditional on satisfactory results in accordance with the [Background Checking Procedure](#) which sets out the types of checks required by each type of position.

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

References:

[Professional Staff Classification Descriptors](#)

[Academic Minimum Standards](#)



Pre-Employment Work Environment Report

Position Details

College/Div/Centre	DVCE	Dept/School/Section	Education, Wellbeing and Inclusion
Position Title	Program Coordinator, Prevention, Education and Development	Classification	ANUO6/7 (Administration)
Position No.	34755	Reference No.	

In accordance with the Work Health and Safety Act 2011 (Cth) the University has a primary duty of care, so far as reasonably practicable, to ensure the health and safety of all staff while they are at work in the University.

- This form must be completed by the supervisor of the advertised position and appended to the back of the Position Description.
- This form is used to advise potential applicants of work environment and health and safety hazards prior to application.
- Once an applicant has been selected for the position they must familiarise themselves with the University WHS Management System via Handbook guidance <https://services.anu.edu.au/human-resources/health-safety/whs-management-system-handbook>
- The hazards identified below are of generic nature in relation to the position. It is not correlated directly to training required for the specific staff to be engaged. Identification of individual WHS training needs must be in accordance with WHS Local Training Plan and through the WHS induction programs and Performance Development Review Process.
- 'Regular' hazards identified below must be listed as 'Essential' in the Selection Criteria - see 'Employment Medical Procedures' at http://info.anu.edu.au/Policies/_DHR/Procedures/Employment_Medical_Procedures.asp

Potential Hazards

Please indicate whether the duties associated with appointment will result in exposure to any of the following potential hazards, either as a regular or occasional part of the duties.					
TASK	regular	occasional	TASK	regular	occasional
key boarding	☒	☐	laboratory work	☐	☐
lifting, manual handling	☐	☒	work at heights	☐	☐
repetitive manual tasks	☐	☒	work in confined spaces	☐	☐
Organizing events	☐	☒	noise / vibration	☐	☐
fieldwork & travel	☐	☐	electricity	☐	☐
driving a vehicle	☐	☒			
NON-IONIZING RADIATION			IONIZING RADIATION		
solar	☐	☐	gamma, x-rays	☐	☐
ultraviolet	☐	☐	beta particles	☐	☐
infra red	☐	☐	nuclear particles	☐	☐
laser	☐	☐			
radio frequency	☐	☐			
CHEMICALS			BIOLOGICAL MATERIALS		
hazardous substances	☐	☐	microbiological materials	☐	☐
allergens	☐	☐	potential biological allergens	☐	☐
cytotoxics	☐	☐	laboratory animals or insects	☐	☐
mutagens/teratogens/	☐	☐	clinical specimens, including blood	☐	☐
carcinogens			genetically-manipulated specimens	☐	☐
pesticides / herbicides	☐	☐	immunisations	☐	☐
OTHER POTENTIAL HAZARDS (please specify):					
Supervisor/Delegate Name:			Date:		