



## Position Description

|                                                      |                                                                                |
|------------------------------------------------------|--------------------------------------------------------------------------------|
| <b>College/Division:</b>                             | Services Portfolio                                                             |
| <b>Department/Unit:</b>                              | Office of the Chief Operating Officer                                          |
| <b>Position Title:</b>                               | Senior Project Officer, Mental Health and Wellbeing Strategy                   |
| <b>Classification:</b>                               | ANU Officer 8 (Administration)                                                 |
| <b>Position No:</b>                                  | 43831                                                                          |
| <b>Responsible to:</b>                               | Program Manager, Nixon Projects & MHWBS, Office of the Chief Operating Officer |
| <b>Number of positions that report to this role:</b> | 0                                                                              |
| <b>Delegation(s) Assigned:</b>                       | N/A                                                                            |

### PURPOSE STATEMENT:

The ANU Mental Health and Wellbeing Strategy 2025-30 (the Strategy) updates the University's 2016-2019 Strategy and sets the direction for ANU over the next five years. The Strategy has a preventative and systems focus that is directly responsive to staff and student feedback. These characteristics are shared by the implementation outcomes of the Nixon Review (the Review), an external review of gender and culture within the former ANU College of Health and Medicine which was followed by a community co-design process considering ANU-wide systems and practices

The program of work arising from the Review was consolidated into nine projects approved by the University Executive Council in March 2026. Implementation of the ANU Mental Health and Wellbeing Strategy 2025-2030 has been incorporated as a tenth project within the Program. The Chief Operating Officer is accountable for successful delivery of the Program through a Program Board.

### KEY ACCOUNTABILITY AREAS:

The Senior Project Officer, Mental Health and Wellbeing Strategy is a member of the Office of the Chief Operating Officer within the Services portfolio. The Senior Project Officer will work partnership with internal stakeholders including People and Culture, Information Technology Services and the Education portfolio to ensure this work progresses in alignment with other program work. The position will also engage with external partners including the Australian Public Service.

### Position Dimension & Relationships:

Working closely with the Program Manager, the Senior Project Officer, Mental Health and Wellbeing Strategy will deliver action plans and reporting related to implementation activities to the Program Board and coordinate whole-of-organisation implementation across high-impact initiatives including developing a campus-wide accountability framework and establishing and supporting a Mental Health and Wellbeing community of practice.

### Role Statement:

Under broad direction from the Program Manager, the Senior Project Officer, Mental Health and Wellbeing Strategy will:

- Lead the development and rollout of institutional action plans, policies and procedures that address recommended actions of the ANU Mental Health and Wellbeing Strategy (the Strategy).
- Provide operational support, management and secretariat services for assigned projects implementing University-wide changes driven by the Strategy.
- Build and maintain effective working relationships with stakeholders across the University and, where required, with external bodies.
- Develop materials and collaborate with local areas to support the embedding of actions as part of business-as-usual processes.

- Assist with the design and development of data collection, reporting and evaluation approaches and tools.
- Prepare high-quality written and visual reports that translate complex data into clear insights for executive, governance and board audiences.
- 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.

### SELECTION CRITERIA:

- Demonstrated expertise in policy development and implementation, project management and ability to lead stakeholder engagement — preferably in a higher education or social impact setting.
- Demonstrated analytical and problem-solving skills with a high level of attention to detail and a proven ability to use initiative, investigate issues, collect and analyse data and make influential recommendations to executive and senior management on strategic and operational matters.
- Demonstrated interpersonal and rapport building skills with internal and external stakeholders using well-developed communication and organisational skills to build productive partnership, support governance bodies and to influence change in a complex project environment.
- Well developed written and verbal communication skills, including the ability to prepare high quality reports, briefing materials and other program documentation.
- Demonstrated ability to handle sensitive information with respect and discretion.

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

*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. All appointments are required to make relevant declarations to comply with the [National Higher Education Code to Prevent and Respond to Gender-Based Violence](#).*

|                                  |  |              |  |
|----------------------------------|--|--------------|--|
| <b>Supervisor/Delegate Name:</b> |  | <b>Date:</b> |  |
|----------------------------------|--|--------------|--|

### References:

[Professional Staff Classification Descriptors](#)

[Minimum Standards for Academic Levels \(MSAL\)](#)



## Pre-Employment Work Environment Report

### Position Details

|                    |                        |                     |                        |
|--------------------|------------------------|---------------------|------------------------|
| College/Div/Centre | Services Portfolio     | Dept/School/Section | OCOO                   |
| Position Title     | Senior Project Officer | Classification      | ANU08 (Administration) |
| Position No.       |                        | Reference No.       |                        |

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

- This form is used to advise potential applicants of work environment and health and safety hazards prior to application.
- This form must be completed by the supervisor of the position. Without this form jobs cannot be advertised.
- Once an applicant has been selected for the position they must familiarise themselves with the University [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.
- Information regarding reasonable workplace adjustments that may be required to enable an individual to fulfil the inherent requirements of their position is available at [2024\\_ANU Inherent Requirements Reference Table.pdf](#)

### 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 checked="" 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 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>BIOLOGICAL MATERIALS</b> |                          |                          |
| <b>CHEMICALS</b>                                 |                          |                                     | microbiological materials   | <input type="checkbox"/> | <input type="checkbox"/> |
| hazardous substances                             | <input type="checkbox"/> | <input type="checkbox"/>            | potential biological        | <input type="checkbox"/> | <input type="checkbox"/> |
| allergens                                        | <input type="checkbox"/> | <input type="checkbox"/>            | allergens                   | <input type="checkbox"/> | <input type="checkbox"/> |
| cytotoxics                                       | <input type="checkbox"/> | <input type="checkbox"/>            | laboratory animals or       | <input type="checkbox"/> | <input type="checkbox"/> |
| mutagens/teratogens/                             | <input type="checkbox"/> | <input type="checkbox"/>            | insects                     | <input type="checkbox"/> | <input type="checkbox"/> |
| carcinogens                                      | <input type="checkbox"/> | <input type="checkbox"/>            | clinical specimens,         | <input type="checkbox"/> | <input type="checkbox"/> |
| pesticides / herbicides                          | <input type="checkbox"/> | <input type="checkbox"/>            | including blood             | <input type="checkbox"/> | <input type="checkbox"/> |
|                                                  |                          |                                     | genetically-manipulated     | <input type="checkbox"/> | <input type="checkbox"/> |
|                                                  |                          |                                     | specimens                   | <input type="checkbox"/> | <input type="checkbox"/> |
|                                                  |                          |                                     | immunisations               | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>PSYCHOSOCIAL HAZARDS (please specify):</b>    |                          |                                     |                             |                          |                          |
| <b>OTHER POTENTIAL HAZARDS (please specify):</b> |                          |                                     |                             |                          |                          |