

CHANGE IMPLEMENTATION PLAN ANU COLLEGE OF ARTS AND SOCIAL SCIENCES – PHASE 2 03 February 2021

Part 1: Formal Change Process

The College of Arts and Social Sciences (herein referred to as CASS or the College) released a second phase change management proposal on 18 November 2020. The formal consultation period for this phase ran from 18 November 2020 to 3 December 2020 and, upon request, was extended by one day and closed on 4 December 2020.

This Change Management Implementation Plan (herein referred to as the Implementation Plan), reiterates the key details of the proposal and the consultation process, outlines the response to and amendments incorporated from the feedback, suggestions and commentary received during the consultation period, and details the implementation schedule.

Colleagues and stakeholders are thanked for their contributions and feedback. Feedback was received from University staff, honorary staff, students and stakeholders external to the University. This reflected high levels of engagement and commitment to the delivery of programs and services from the College.

Background

The College is one of the largest Colleges at ANU and ANU humanities and social sciences are consistently ranked No. 1 in Australia and in the top 20 in the world on the QS Index of universities.

The College is structured into two main research schools – the Research School of Social Sciences (RSSS) and the Research School of Humanities and the Arts (RSHA) and provides a research-intensive teaching environment that challenges and inspires our students.

In order to put the University on a sustainable financial footing from 2021, the ANU Council approved the development of the ANU Recovery Plan, designed to address the University strategic and financial challenges. The Recovery Plan outlines how ANU will meet its current and future financial obligations and achieve our strategic objectives as outlined in the Australian National University 2017-2021 Strategic Plan. The ANU Recovery Plan outlines how we will continue this trajectory and reduce our size with a smaller student cohort; and in parallel, a smaller staffing profile.

The challenge for 2021 and beyond is to ensure the ongoing ability for the ANU to operate within our highly constrained projected revenue. It is not good enough just to survive the pandemic; we must thrive and help provide the building blocks for the national recovery.

The core outcome of the ANU Recovery Plan is that the ANU has to close a remaining financial gap of \$103 million per annum from 2021. This requires savings in both non-salary and salary expenditure and will require a reduction of positions across the University.

This Implementation Plan outlines the challenges we face and how the College will adapt to our new circumstances. It includes specific details and information on the confirmed changes within the College – including in the academic and technical staffing profile in the School of Art and Design and the professional staff support structure within the Research School of Humanities and the Arts (RSHA). Details on the implementation schedule are outlined for each of these areas.

Part 2: Overview of Consultation Process

Consultation Period

The consultation period for the College Change Management Proposal Phase 2 commenced on Wednesday 18 November and concluded on Friday 4 December 2020. The consultation period was originally scheduled to close on Thursday 3 December 2020, but was extended at the request of stakeholders.

A copy of the Change Proposal was provided to all College staff via email, and to the University community via the Recovery Plan website, for consideration and feedback. It was also provided to the National Tertiary Education Union (NTEU), the ANU Students' Association (ANSUA), and the Postgraduate and Research Students' Association (PARSA) for distribution to members for their consideration and feedback.

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Meetings were arranged for College staff and students to give them the opportunity to ask questions and discuss the Change Proposal in detail. The details of these meetings are below. In addition, individual meetings were offered for those staff directly affected by the Proposal.

- School of Art and Design – all School Meeting, Wednesday 18 November 2020; all School Forum, Thursday 3 December 2020.
- RSHA Administration – two staff workshops; Friday 20 November and Tuesday 1 December 2020

The consultations, ensuing discussions and feedback and comments received have been carefully considered in the development of this Implementation Plan.

Overview of Feedback

The time and thought invested by College staff, colleagues across the University along with the input from the broader community in providing valuable feedback regarding the change proposal are acknowledged and appreciated.

During the consultation period, a total of 483 formal submissions were received from stakeholders both from the University (220), and external to the University (263). The feedback was provided on an individual and team/group/area basis and each submission was formally acknowledged.

Due to the large volume of submissions, the complexity of some of the suggestions and alternative options put forward, the timeframe for the release of this Implementation Plan was extended so that all feedback could be given serious and detailed consideration prior to confirmation of any changes to be implemented within the College.

There were a number of positive and relevant suggestions presented throughout the consultation period, along with some clarification sought regarding the rationale behind the proposed changes and how certain elements of the new structure or changes would be implemented to achieve the anticipated improvement in service/culture.

The key themes of the feedback during the consultation period included (in no order of priority):

1. Clarification surrounding the School of Art and Design discipline areas and future trajectory;
2. Approach on the proposal for the School of Art and Design to reduce non-salary and salary expenditure and general misunderstanding and interpretation of the proposed changes;
3. Clarification regarding the Glass and Ceramics workshops;
4. Approach on the proposal to reduce course offerings previously taught in Animation and Video;
5. Clarification regarding the role of the Gallery within the School of Art and Design, the number of roles and position titles;
6. Approach on the proposal to disestablish the Furniture and Jewellery and Object Workshops and impact on staffing, resource allocation, equipment and infrastructure;
7. Clarification regarding disestablishment of Postgraduate Coursework and Honours Convenor roles within the School of Art and Design, implications for staff, students and workload distribution;
8. Adjustment to the Technical Officer positions to support activities across the School of Art and Design and all workshops;
9. Clarification of the numbers of roles, reporting lines and position titles used within the RSHA administration team structure;
10. Approach on the direct transfer of staff and career development opportunities in the RSHA administration team structure.

Clarifications and Amendments

1. Clarification surrounding the School of Art and Design discipline areas and future trajectory

Feedback was received regarding what had been interpreted as the proposed “Closure of the Art School” and impact this would have on the broader arts sector. It is important to clarify that the School of Art & Design (herein referred to SoAD) is not closing and many distinct areas of activity will continue at the undergraduate, postgraduate and higher degree research level. These activities include: Sculpture & Spatial Practices, Printmedia & Drawing, Photography & Media Arts, Painting, Hybrid Art Practice, Textiles, Glass, Ceramics, Design, and; Art History and Curatorship.

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The SoAD is uniquely located within close proximity to Australia's leading cultural institutions, the nation's political epicentre and within walking distance of world-leading researchers across key areas of human endeavour at the Australian National University. To pursue excellence across Visual Arts, Design and Art History and Theory requires an equal commitment to digital, manual and theoretical studies, centring on practices that are inclusive, interdisciplinary, cross-cultural and collaborative. The confirmed changes enable the School to build on its legacy, strengthening its international reputation while actively contributing to the cultural capital of Canberra and the region.

It is important to acknowledge that changes to curriculum, modes of delivery and program development within the SoAD have been occurring over the past few years to provide and support a more flexible, interdisciplinary and sustainable research-led education program. These changes have included the thematic alignment of staff expertise to the SoAD Research Hubs.

The Research Hubs bring together academics to address big ideas and urgent issues of our nation and beyond. Building on core strengths and shared concerns, the Hubs provide focal points for researchers to connect and collaborate. The hubs span five distinct areas of investigation (i) Art, Politics and Social Engagement, (ii) Computational Culture Lab, (iii) Materiality, Agency and Data, (iv) Nature < Culture, and (v) Asia: Innovation and Transformation. The SoAD's research profile also includes the significant work taking place within the Centre for Art History and Art Theory. The changes outlined in this Implementation Plan enable the SoAD to concentrate these efforts and better align research and teaching.

2. Approach on the proposal for the School of Art and Design to reduce non-salary and salary expenditure and general misunderstanding and interpretation of the proposed changes

The proposal to reduce non-salary and salary expenditure within the SoAD has not been taken lightly. Organisational Change is taking place across the University with every College and Portfolio tasked with contributing to savings as part of the ANU Recovery Plan. Feedback that the SoAD has been targeted is a misunderstanding of the broader complexities and situation faced by the ANU and all universities across the Higher Education Sector.

A significant proportion of feedback received requested that the University not proceed with changes to the operations of the SoAD. Unfortunately, the feedback received provided a limited number of suggestions or alternative ideas of how the SoAD might mitigate the financial and operational challenges that must be addressed. Based on the feedback received, it is important to clarify some key elements that appear to be commonly misunderstood:

- The ANU Art Collection is managed by the Drill Hall Gallery, not the School of Art and Design.
- The School of Art and Design is positioned within the College of Arts and Social Sciences within the Australian National University. It is not an independent art school. To support its education and research activities and operation, the SoAD relies on funding provided by the ANU, specifically, the College and whole-of-University strategic funding provided by the University (herein referred to as strategic funding).

Feedback received suggested the SoAD will lose its identity as a "Bauhaus style art school" if the changes proceeded. It is important to note that there are many Art and Design schools around the world that build on distinct aspects of the Bauhaus philosophy. No two schools are the same, each take their cue from their specific context, politics, histories and culture. In light of this, the ANU School of Art and Design has been actively moving toward an increase in inter/cross/trans-disciplinary practices. This includes an active re-write of the Bachelor of Visual Arts undergraduate program, which was underway before the 2020 global pandemic. The future of the SoAD is based on a transition toward a model that gives students maximum mobility, allowing them room to move around the SoAD and gain skills required across a variety of disciplines. This is very much in keeping with the original spirit of Bauhaus.

3. Clarification regarding the Glass and Ceramics Workshops

Feedback was received across numerous public channels (radio, newspaper, email), regarding the consolidation of resources across the Glass and Ceramics workshops. This change was incorrectly interpreted as a suggestion that the Glass workshop would be disestablished.

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The changes outlined do not include the Glass workshop being disestablished, which was quickly clarified after the proposal was released and during the consultation period. The confirmed changes outlined in the Implementation plan reiterate and confirm that the Glass workshop is not being disestablished.

The approach confirmed in relation to the Glass and Ceramics workshops will enable consolidation of the teaching team and enable sharing of resources, skills and capabilities. This change is necessary if these areas of focus are to continue to operate within the SoAD.

To achieve this future vision, one (1) new academic position Level B will be created to enable the resourcing to support teaching across both the Glass and Ceramics workshops. This confirmed change aligns with other recent appointments within the SoAD that include positions teaching across different programs or workshops.

4. Approach on the proposal to reduce course offerings previously taught in Animation and Video

Since 2019, the Photography and Media Arts team have been actively rewriting courses and program deliverables. The change that will include Animation and Video not continuing as a separate program will enable the SoAD to continue this work. This confirmed change will support the continued consolidation of course offerings to better align teaching and research practices across the SoAD, the Research School and the College. It is important to acknowledge that the decision to discontinue the Animation and Video program was not arrived at easily, nor is it a reflection on the skills and dedication of the staff impacted by this decision and program change.

5. Clarification regarding the role of the Gallery within the School of Art and Design, the number of roles and position titles

Feedback was received regarding the role of the Gallery within the SoAD, the number of roles allocated to the Gallery, operational concerns including links with and support of Higher Degree Research (HDR) examination processes as well as broader integration within the SoAD and the RSHA.

It is important to clarify that the changes outlined do not include the closure of the Gallery. The Gallery will not close.

In response to the feedback, the details of the changes to the operations for the Gallery and the structure to support this have been amended to ensure that the intended operations and roles to support this are clearly defined. This has included it being confirmed the current Gallery Manager role can be directly transferred to the new structure and a modest increase in the resourcing fraction allocated to the part-time position working within the Gallery.

Feedback was also received around terminology used in the titles of the Gallery positions. This was considered and it is confirmed the Senior Gallery Coordinator position will retain the current title and the part-time position will be named to more broadly represent the role that will support the digital imperatives of the Gallery, the SoAD and the RSHA.

It is also acknowledged that the Gallery team traditionally work closely with the HDR Convenor and HDR candidates as part of the examination process. The Gallery team will continue to serve this critical function as well as maintaining an outward-facing profile through public exhibitions including the SoAD's end-of-year exhibition. The ways in which academic staff and the technical team within the SoAD currently interface with the Gallery will continue to be reviewed to ensure effective, safe and sustainable operations are maintained.

6. Approach on the proposal to disestablish the Furniture and Jewellery and Object workshops and impact on staffing, resource allocation, equipment and infrastructure

The proposal to discontinue to operate Furniture, and Jewellery and Object workshops forms an important part of the positioning for the future success of the SoAD. It is no longer possible to maintain and sustain these workshops in their current form nor is it possible to retain these areas of specificity. Retaining areas with decreasing enrolments is no longer viable and unfortunately puts the SoAD at risk.

Feedback surrounding the proposal to disestablish these two (2) workshops was extensive, however, unfortunately, no viable alternative suggestions or insights on how these workshops can be sustained were provided.

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This means the proposal for the Furniture and Jewellery and Object workshops to be disestablished will proceed. The SoAD remains committed to teaching out discipline-specific courses.

It was evident in the feedback received there is genuine concern within the community regarding the impact and legacy these two workshops have had within the SoAD and within the broader art and design communities. It is important to acknowledge that this decision does not come lightly, nor is it a reflection of the skilled practice and commitment of the staff impacted by this change.

Amendments have been made to better reflect the following complexities within these workshops and the arrangements to be put in place to support the transition to the new program and workshop structure within the SoAD:

- The SoAD will commit to the development of a teach-out program that will include managing the resource requirements to support existing undergraduate, honours and postgraduate students to complete their current programs.
- The contribution to the broader curriculum reform for the SoAD that has been undertaken by academic colleagues, including actively re-writing courses and program deliverables, is acknowledged and the changes required as part of the teach out plan and the impact of the changes involving these workshops will be factored into future curriculum development.

7. Clarification regarding disestablishment of Postgraduate Coursework and Honours convenor roles, implications for staff and students and workload distribution

Feedback was received regarding the proposed changes to the delivery and support for postgraduate coursework and Bachelor of Visual Arts honours program and the proposal to disestablish the dedicated Postgraduate Coursework and Honours Convenor roles within the SoAD.

Changes to the convenor roles to support postgraduate coursework and honours will bring the SoAD in-line with Convenor roles and processes across the College and the wider University. It will also support broader areas of service contribution from academic staff across the SoAD, enable rotation of convenor duties and ensure greater access for staff seeking professional development and experience to support future promotion opportunities.

Following consideration of and in response to the feedback and suggestions regarding the complexities of these roles and the implementation of the proposed changes the following adjustments have been confirmed:

- Concerns about workload distribution and the impact on the staffing research profile for staff taking on the Convenor roles as part of their component of “service” within their academic workload have been considered and the changes confirmed relating to these roles and the associated changes have been amended.
- The Postgraduate Coursework Convenor role is currently resourced through a 0.5 FTE fixed term position. It is recognised a longer lead-time is required to ensure ongoing support for the post graduate coursework student cohort and enable successful transition to the new convenor model for the SoAD. The changes regarding this role have been adjusted to reflect its continuation to the end of the current fixed term contract. The planning and process for introducing these changes will commence in 2021 with implementation of the new convenor arrangements to commence from 2022.
- The Bachelor of Visual Arts Honours Convenor role is currently resourced through one academic colleague who holds an appointment comprising an 0.5 FTE part-time continuing honours convenor position and a 0.5 FTE part-time continuing Level C academic appointment working across the SoAD. It is recognised while the honours convenor role requires some specialisation, the ongoing level of resourcing cannot continue and will not be required to be at the current 0.5 FTE level.

In considering how the honours convening responsibilities can be fulfilled, it is recognised the SoAD has also identified it needs additional academic Level C part-time resourcing to provide research and teaching and work across the SoAD. To support the adjusted honours convenor responsibilities and meet the identified additional part time academic Level C resourcing required, the current split appointment for the honours convenor/Academic Level C continuing position will be transitioned to be a full time academic Level C position. The key areas of responsibility within this role will be to provide teaching and research

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contribution across the SoAD and convene the honours program as part of the agreed service fraction (estimated to be ~30% of the academic workload split).

8. *Adjustment to the Technical Officer positions to support activities across the School of Art and Design and all workshops*

The SoAD Technical Officers provide specialised technical and work, health and safety expertise and support. Feedback included questions around the number of technical officers, classification level and workload allocation. Consideration has been given to the organisation, structure and number of positions required to undertake and deliver the technical support for all discipline areas. In response to the feedback the organisational arrangements of the Technical Team have been amended to ensure high-risk areas of the SoAD can be safely managed with responsibilities distributed across the team.

9. *Clarification of the numbers of roles, reporting lines and position titles used within the two RSHA administration team structures*

Feedback included questions around the number and types of roles allocated to the administration, operational and technical teams within the RSHA administration structure. As outlined in the Change Proposal, the Schools within RSHA do have varied and different service and support requirements and the roles across the teams and associated organisational structures have been designed based on these requirements and with consideration given to the number of continuing roles available for direct transfer from the current team structures.

In response to the feedback the new organisational arrangements for the RSHA administration team structure has been adjusted to ensure that all roles are being supervised and report to staff at classification levels consistent with University policies, procedures and best practice.

The two RSHA School Managers will be responsible for ensuring WHS within each of the administration structures and the reporting lines of the WHS Officer positions have been amended to reflect this responsibility. It is also acknowledged that the WHS Officers currently have responsibility across the Schools in RSHA and that in peak periods (for example, during School WHS audits), there will be a cooperative and collaborative approach from each of the WHS roles supporting SoAD and the School of Music. This broad WHS responsibility for all of RSHA will be included in the updated position descriptions for these roles to support and ensure responsibilities are clear to include the ongoing WHS coverage across the Research School.

Feedback was also received around terminology used in the titles for the new positions within the administration team. The position titles have been updated to be based on and better reflect the titles used across similar roles at the University with the scope of the roles, responsibilities and requirements of the roles aligned consistent with similar roles across the College and Portfolios.

10. *Approach on the direct transfer of staff and career development opportunities in the RSHA administration team structures*

Feedback included the rationale and benefit available from a single RSHA administration team and the process for direct transfers and recruitment to new or vacant roles.

By consolidating all professional staff within RSHA into a single support services structure there will be an increase in the opportunities for professional and career development, career progression and the opportunity to obtain experience through acting roles and taking on higher duties.

Following some of the voluntary separations undertaken from within the RSHA administration team during 2020 and considering the support services required across RSHA and the financial resources available, the College does not need to further reduce the number of positions within the RSHA administration team. This has resulted in confirmation that the professional staff within the RSHA administration teams will be directly transferred, at level, to the new organisational arrangement.

The financial resourcing available means the College is not creating new positions within the new RSHA administration team structure but it has confirmed it will continue with the proposal to fill current vacant roles that have been confirmed as required in the new organisational structure.

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Once all direct transfers are confirmed and in the event there are vacant roles or if a role becomes vacant during implementation of the new arrangements and into the future, positions will be advertised as per the standard University recruitment and appointment processes.

Part 3: Drivers for the Change

The College needs to position itself to emerge strongly after the current global pandemic. This includes the College considering the administrative and support structures within the Research School of Humanities and the Arts (RSHA), the academic profile, areas of teaching and research activity and associated resourcing within the School of Art and Design and consideration of changes that may be required to ensure financial viability within each of the Schools within RSHA.

RSHA places a strong emphasis on traditional humanities scholarship, whilst at the same time encouraging creative interdisciplinary, cross-cultural, and practice-led research, including digital humanities research; Indigenous studies and policy development; language studies; museum, curatorial, and heritage studies; archaeological science; art history and theory; design; visual arts and crafts; musical composition and performance.

The School of Art and Design (SoAD)

The School of Art was established as a stand-alone organisation in 1976 and was incorporated into the Australian National University (the University) in 1992. Since that time, it has built an enviable reputation for studio-based art practice and teaching and learning across a wide range of areas. It currently hosts three undergraduate degrees; the Bachelor of Visual Arts, The Bachelor of Design and the Bachelor of Art History and Curatorship with aligned Honours, Masters and a PhD programs.

Over the past eight years the SoAD has undergone significant development and reform that has enabled the School to be positioned for maximum flexibility. However, the SoAD continues to operate with a significant underlying structural deficit. It is also recognised that the SoAD operates from an iconic heritage building, which means there are constraints on physical spaces in some studios and computer labs and this can mean there are restrictions on possible class sizes.

The impact of the circumstances presented by the COVID-19 pandemic and the need to respond to and support the ANU Recovery Plan, means the long-standing structural deficit of the SoAD cannot continue and must be addressed. The SoAD must position itself to be able to deliver its programs and research with continued excellence but in a more financially viable and sustainable manner.

The confirmed changes outlined in this Implementation Plan include adjusting the academic and technical staffing profile and organisational arrangements. They will support better alignment with the reforms to the SoAD's curriculum in recent years and will enable the School to achieve a more sustainable financial position. The changes have considered economic factors, student load, and educational outcomes for students, research performance and opportunity along with infrastructure limitations and on-going maintenance costs.

Financial Analysis

The SoAD has, since 2014, had an annual operating budget deficit of approximately \$2 million. This deficit is after inclusion of a direct subsidy from the University of over \$1 million per annum. Without this subsidy, the recurrent operating deficit is \$3-3.5 million.

The University direct subsidy for the SoAD is an historical allocation, arising from the transfer of Federal funding from the National Institute of the Arts (NITA), initially to the ACT Government and the University, and subsequently to the University itself. The funding recognizes the cultural sector's important contribution to external relationships, the specific methodologies of studio teaching and the University's funding framework.

The reasons for the SoAD's operating deficit are multifarious, including the high cost of infrastructure and maintenance required to support the teaching, research and operations, and salary expenditure far exceeding revenue earnings. The Commonwealth funding model for creative arts teaching does not cover the real costs of quality teaching in these disciplines.

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The ANU Recovery Plan includes reduced budget allocations for Colleges across the University and the need for all salary and non-salary costs to be considered in order to meet the Expenditure Control Framework budget allocations.

The SoAD responded to the financial challenges through 2020 including adjusting and reducing sessional teaching expenditure in response to a significant decline in student enrolments and associated revenue along with engaging in expenditure controls across all non-salary expense categories in line with the broader University strategy. Additional savings have also been realised following a number of staff within the SoAD electing to take a voluntary separation from the University.

Despite these measures, the SoAD continues to have recurrent salary costs of \$7.5 million, which is over \$2 million in excess of total current revenue earnings of \$5.2 million. This is an unsustainable position and must be considered with the knowledge of continued uncertainty of student enrolments and revenue during 2021 and beyond. A further redesign of the structure and operations is needed to position the SoAD for success and enable it to operate from a more sustainable financial platform.

The changes confirmed for the SoAD include the disestablishment of three practice-based areas and the associated workshops, a restructure to enable and support sharing of resources, a reorganisation of the provision of technical support and a change in operation of the Gallery. It also confirms changes to how Honours and HDR students and programs are supported, as well as the creation of new positions to support the curriculum restructure.

These changes will contribute to the SoAD being positioned for greater sustainability by extending the broad-based approach to teaching and learning that is already being implemented, and reducing the underlying structural deficit.

Research School of Humanities and the Arts (RSHA): Professional Staff - Administration and Technical Services

The change to the RSHA administration structure is a business-driven decision to improve support for research, education and service activities within the Research School. The changes will impact all professional staff members in both the administration and technical streams, namely the RSHA Directorate, the School of Music, the School of Art and Design, the School of Archaeology and Anthropology, the School of Literature, Language and Linguistics as well as the Centres and Institutes that fall under these areas.

It is noted that the professional technical officer positions and gallery positions within the School of Art and Design (SoAD) have been considered and included in the discussion of changes for the SoAD as outlined in the above section of this document. The placement and responsibilities of these positions within the overall RSHA administration team are outlined in the confirmed organisation charts (appendix 2).

The Research School is committed to strengthening its administrative capability to improve support for the School's specialised research, education and service activities and to align with other confirmed academic changes within the Research School. The requirements of the professional staff workforce have also been reviewed within the context and knowledge that the University is under increasing pressure to prioritise resourcing for research and teaching, and be more efficient and cost effective in its delivery of services and use of resources.

As outlined in the current organisational charts (appendix 1), the administration structure within RSHA has multiple positions that deliver the same or similar services within separate Schools and Centres. Despite the similarities in the roles and responsibilities, and in some cases a shared location, the current administrative structures:

- do not allow positions to work within or as a team, nor provide a mechanism for staff to effectively support and assist each other;
- provide limited opportunities for knowledge sharing, although multiple positions either have similar operational issues to resolve, or have specialised knowledge relevant to their unique programs; and
- have an identified need for streamlined professional development and clear opportunities for career progression.

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The current structure has a lack of senior leader roles and there is an identified need for positions that are subject-focused, and require expertise that is not readily available in the current structure or position profile. Introduction of suitable senior roles within the structure supports efficient and effective decision making about the planning and operations of the local area administration and support delivery of services within the Schools and Centres. It will also provide opportunities for career progression for professional staff.

In addition to the current operational considerations, the College has been successful in two previous ANU capital works rounds, which will support the future development of a new building to accommodate the RSHA Directorate, the School of Archaeology and Anthropology and the School of Literature, Language and Linguistics. Additionally, a new extension and remodelling will enhance the current SoAD building - with additional work focused on the restoration of this iconic, heritage-listed original art deco building.

While, due to the ANU Recovery Plan, the start date for these capital works has been delayed, the confirmed administrative structural changes are still considered to be important and required at this time and will support delivery of services within the future new College building.

These confirmed new organisational arrangements will deliver improved services across the Research School, align and future-proof the administrative teams in anticipation of the move into the new locations, and align the RSHA structure to that of other College functional areas.

RSHA Administrative Teams

The new RSHA administration operating model will create two joint administration teams, each of which is separated into distinct functions based on the specialised administrative, operational and technical functions required by the Schools, Centres and Institutes that it will support.

The new administration structures will address the challenges that have been identified and harness the opportunity to create structures that align to the Research School and College strategic priorities, provide exceptional service to the Schools and Centres, and increase opportunities for staff to work in a team environment with clear opportunities for collaboration, professional development, and career progression.

The new structures aim to align the roles and responsibilities of the Research School administration to that of the College functional administration teams and other areas of the College, whilst still retaining specialised support for the unique areas within the Research School. The model will allow the administrative and technical staff to work closely and collaboratively with the College functional teams and build in-house functionally aligned teams.

Confirmed Administration Team for the RSHA Directorate, School of Archaeology and Anthropology, and School of Literature, Language and Linguistics

A single administration operating model will service the RSHA Directorate, the School of Archaeology and Anthropology, and the School of Literature, Language and Linguistics, as well as the twelve (12) Centres and Institutes that fall within these areas. This model will create a centralised, joint administration group that will be separated into two distinct functions.

The *Administration Team* will be the single point of contact for broad School-based administration activities including secretariat support (including support for the Director), teaching support, finance and HR administration as well as all business operational support (facilities and space management, procurement etc.).

The *Operations Team* will lead the Schools' events coordination, engagement activities, website management, visiting appointments, outreach, research impact support, management of the museum and collections, and provide specialised technical services to the multiple fieldwork, curatorial and specialised teaching and learning workshops and spaces, as well as the work, health and safety expertise and support required for these areas.

Confirmed Administration Team for the School of Art and Design and the School of Music

A single administration operating model will service the School of Art and Design and the School of Music. This model will create a joint administration group and recognising the requirement for specialised technical support in these schools, establish both an Operations and Technical team.

The *Administration Team* will be the single point of contact for broad School-based administration activities including secretariat support, teaching support, finance and HR administration as well as all business operation support (facilities and space management, procurement etc.).

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The *Operations Team*, will provide administrative support for visiting appointments, events coordination, social media and website management as well as research and research impact support specialising in the area of non-traditional research. In addition, the operations teams will manage the Art and Design gallery and collections, provide specialised services to the fieldwork, curatorial and music workshops, music events, and manage community relations and outreach.

The *Technical Team* will provide the specialised technical and work, health and safety expertise and support required for these highly specialised Schools. It is noted that the professional technical officer positions and gallery positions within the School of Art and Design have been considered and included in the discussion of confirmed changes for the School and as outlined above and shown in Appendix 2.

The new RSHA administration and service model will provide a one-stop-shop for academic staff for all operational matters and a single point of contact for College administrative functional teams and support for more efficient service turn-around. The new operating model will provide the ability for agile resource allocation to manage high demand periods in the Research School and also enable continuous and seamless support to be provided across the Research School during periods of planned and unplanned staff absences.

As well as implementing a new administration model and team structure, the roles and responsibilities of all the current administrative positions will be reviewed, revised and refreshed. In addition to current administrative roles, a combination of newly created and combined roles will be required in areas such as marketing, event coordination, impact and engagement, to ensure that the specialised functions of the Research School are maintained and prosper.

Part 4: Nature of the Change

Summary of the confirmed changes:

- School of Art and Design:** Introduction of a new academic and technical staffing profile and structure including;
 - One (1) academic level B position (1.0 FTE) to work across Glass and Ceramics
 - One (1) new academic Level B position to work across the School curriculum delivering research-led teaching and education programs 0.5 FTE position
 - Establishment of one (1) academic Level C position to work across the School curriculum (1.0 FTE)
 - Establishment of seven (7) new technical officer professional staff positions (6.2 FTE)
 - Establishment of one (1) administration ANU Officer L05 professional staff position (0.6 FTE)
 - Direct transfer one (1) administration ANU Officer L6/7 professional staff position (1.0 FTE)
 - Direct transfer of one (1) academic Level C position to work across the School curriculum (0.5 FTE)
 - Direct transfer of 31 academic staff positions
 - Disestablishment of two (2) workshops – Furniture, Jewellery and Object
 - Disestablishment of Animation and Video program
 - Disestablishment of three (3) academic level C positions (2.5 FTE)
 - Disestablishment of four (4) academic level B positions (3.5 FTE)
 - Disestablishment of eight (8) technical officer professional staff positions (6.8 FTE)
 - Change in work practices within the School of Art and Design
- RSHA Administration and Technical Professional Staff:** Introduction of new team structures including;
 - Establishment of three (3) new continuing professional staff positions;
 - Direct transfer of 31 continuing professional staff positions;
 - Disestablishment of six (6) VACANT professional staff positions.

These changes may also include a change in reporting or supervisory lines for some staff and positions; a change in work practices for some staff; and/or a change in conditions, including change that would be likely to lead to changed responsibility levels.

School of Art and Design

Summary of Staff Position Changes –

The following academic positions are confirmed to be created within the new School structure. All new positions are recommended to work across the School curriculum and will contribute to delivery of teaching and research across the School.

The confirmed new academic positions include:

- One (1) academic level B position (1.0 FTE) to work across Glass and Ceramics
- One (1) new academic Level B position to work across the School curriculum delivering research-led teaching and education programs 0.5 FTE position
- One (1) new academic Level C position to work across the School curriculum delivering research led teaching and education programs (one (1) 1.0 FTE)

Furniture, Jewellery and Object

Due to the limitations of operating in a heritage building, several workshops deliver courses in constrained spaces where larger student loads are not possible. Current and projected expenditure on salaries, maintenance and consumables relative to student load, capacity and income means the current separate Furniture and Jewellery and Object Workshops are not sustainable in their current form and it is confirmed that these workshops will not continue to operate. The confirmed changes will impact the workforce in the following areas:

- Disestablishment of one (1) academic level B position (0.5 FTE)
- Disestablishment of two (2) academic level C positions (2.0 FTE)

Glass and Ceramics

The reputation for excellence of the Glass Workshop is undoubted and not disputed, however, there are challenges for the Glass Workshop in its current form given the available infrastructure and the importance of WHS and associated compliance which restricts the ability to grow the student load which has consistently low student numbers.

It is confirmed Glass and Ceramics will remain as discrete Workshops. However, to support a more broadly-based cross disciplinary teaching and learning model in the School, it is confirmed that the academic profile will need to be adjusted. To support this cross disciplinary teaching and learning model, one Level B (1) FTE academic position created to work across the Glass and Ceramics Workshops.

The confirmed changes will impact the workforce in the following areas:

- Disestablishment of one (1) academic level B position (1.0 FTE) in Glass
- Establishment of one (1) academic level B position (1.0 FTE) to work across Glass and Ceramics

Photography and Media Arts

The Animation and Video major offered as part of the Photography and Media Arts course offerings includes a range of options and results in a broad range of mediums being taught. The level of academic staffing costs and the equipment required for teaching the major when considered against the funding available for the Photography and Media Arts program means the continuation of the major must be considered. The confirmed changes include a review and rewrite of courses previously taught in the Animation and Video Major to better integrate and align these with broader school reform and curriculum renewal. Specific attention will be paid to courses that have the potential to be taught across the School and that link with the School's research themes.

The confirmed changes will impact the workforce in the following areas:

- Disestablishment of two (2) academic level B positions (2.0 FTE)

The Gallery

For many years the School's Gallery has been used for exhibition and to showcase student work – from undergraduate to PhD student cohorts - including as part of formal assessment. It has also played an important role in facilitating impact and engagement with a broad range of stakeholders, including the Canberra community.

The Gallery will continue to host internal and external exhibitions as well as provide support for HDR examinations. However, at a time of severe financial constraint and changing emphasis on external communication via social media and online, the function and staffing profile of the gallery must also change.

The confirmed changes will impact the workforce in the following areas:

- Direct transfer of one (1) ANU Officer 6/7 (administration) position (1.0 FTE)
- Establishment of one (1) ANU Officer 5 (administration) (0.6 FTE)
- Disestablishment of one (1) ANU Officer 5 (administration) position (1.0 FTE) (VACANT)

Honours and Postgraduate Coursework

It is confirmed that the manner in which the honours and postgraduate coursework programs will be convened will change.

The School will move away from dedicated part-time Convenor roles for Postgraduate coursework and honours programs to align with broader College practice.

The postgraduate convenor role will be undertaken by academic staff on a rotational (two years) basis with allowance for the convening responsibilities made within academic workload allocations for the agreed period. This transition will be planned during 2021 and implemented in 2022 at the end of the current fixed term postgraduate convenor appointment.

The honours convenor role will transition to be undertaken as part of the current Level C academic appointment which will transition from a 0.5 FTE to a 1.0 FTE academic role working across the School curriculum. The responsibilities for this full time academic role will include a specific allocation to support convening of the honours program and is expected to be an allocation of ~30% of the academic workload split for the position.

The confirmed changes will impact the workforce in the following areas:

- Direct transfer of one (1) academic level C position working across the School curriculum and to include 0.3 FTE allocation to honours convening responsibilities
- Cease one (1) fixed term academic level C Postgraduate Coursework Convenor position (0.5 FTE) at the expiration of the current fixed term contract.

Technical Support

The provision and organisational arrangements to enable adequate technical support in the School is essential to ensure that practice-based teaching and learning and research takes place in a safe environment for all studio and workshop activities.

The reforms to the curriculum in the Bachelor of Visual Arts and the incorporation of the Bachelor of Design into it necessitates a re-conceptualization of the provision of technical support across the School.

Consideration has been given to the organization, structure and number of positions required to undertake and deliver the technical support for all discipline areas of the School and it has been confirmed the configuration of these services will change.

The confirmed changes will impact the workforce in the following areas:

- Establishment of one (1) ANU Officer 7 (technical) position (1.0 FTE)
- Establishment of three (3) ANU Officer 6 (technical) positions (3.0 FTE)

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- Establishment of three (3) ANU Officer 4/5 (technical) positions (one (1) x 1.0 FTE; two (2) x 0.6 FTE)
- Disestablishment of one (1) ANU Officer 8 (technical) position (1.0FTE)
- Disestablishment of one (1) ANU Officer 7 (technical) position (1.0 FTE)
- Disestablishment of three (3) ANU Officer 4/5 (technical) positions (3 FTE)
- Disestablishment of three (3) ANU Officer 4/5 (technical) part time positions (1.8 FTE)

Directly transferred positions within the confirmed structure:

It is confirmed the following positions will be directly transferred into the new structure. All of the positions confirmed to be directly transferred are being transferred at level. This will enable the positions to be updated and aligned with the requirements of the confirmed new structure and ensure the positions are focused on the required capacity to deliver on the requirements of the School.

All fixed-term and continuing (contingent-funded) academic staff funded from recurrent, grant and contract funding will not be significantly impacted and will transfer at level. There may be a change in reporting lines and position descriptions will be reviewed and refreshed, if required, to ensure consistency with the objectives of the new organisational arrangements.

A number of academic staff have elected to take a voluntary separation from the University and have left or will leave the University in the coming months. These positions will continue within the School until the agreed separation date and are not included in the list of continuing positions confirmed to transfer the new School.

Table 1: Directly transferred academic positions within the confirmed structure

POSITION DESCRIPTION	CONTINUING OR FIXED TERM
Centre for Art History and Art Theory	
Professor E1	Fixed Term
Associate Professor (Level D)	Continuing
Associate Professor (Level D)	Fixed Term
Senior Lecturer (Level C)	Continuing
Lecturer (Level B)	Fixed Term
Lecturer (Level B)	Continuing
Lecturer (Level B)	Continuing
Lecturer (Level B)	Continuing
ARC Discovery Early Career Res	Continuing
Ceramics	
Senior Lecturer (Level C)	Continuing
Design	
Professor E1	Continuing
Lecturer (Level B)	Fixed Term
Head of School	Continuing
Foundation	
Senior Lecturer (Level C)	Fixed Term
Senior Lecturer (Level C)	Continuing
Glass	
Senior Lecturer (Level C)	Continuing

Hybrid Art Practice

Lecturer (Level B)	Continuing
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Painting

Senior Lecturer (Level C)	Continuing
Research Fellow (Level B)	Fixed Term
Lecturer (Level B)	Continuing
Lecturer (Level B)	Continuing

Photography and Media Arts

Professor E1	Continuing
Associate Professor (Level D)	Continuing
Senior Lecturer (Level C)	Continuing
Lecturer (Level B)	Fixed Term

Printmedia & Drawing

Associate Professor (Level D)	Continuing
Lecturer (Level B)	Continuing
Lecturer (Level B)	Continuing

Sculpture and Spatial Practice

Senior Lecturer (Level C)	Continuing
Lecturer (Level B)	Fixed Term
Lecturer (Level B)	Fixed Term

Textiles

Lecturer (Level B)	Continuing
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Teach Out Plan

A teach-out plan for all affected programs, majors and minors will be developed by the College in consultation with the Deputy Vice Chancellor (Academic), the Dean, the Associate Dean (Education) and the Research School Director.

The plan will detail a timetable for each of the impacted programs and delivery of associated courses and confirm teach out enrolment conditions.

It is expected the teach out plan will include confirmation of no new enrolments in the animation and video major and the program offering changes for furniture, jewellery and object following the dedicated Workshop closures, with enrolments in all other programs within the confirmed teach out plan to be limited to students undertaking impacted programs as part of existing program plan arrangements.

It is expected that any teach-out program will require academic support from a mix of full time, part time and fixed term academic appointments, and, possibly a range of casual sessional academic staff.

Following confirmation of this teach-out program and approval by the University Academic Board, this program will be communicated to all affected students.

HDR Students (all areas of the College)

Where transitional arrangements for supervision of HDR students are required as a result of the confirmed reorganisation, the following process will be followed:

1. If a current HDR student's principal supervisor or another member of their supervision panel is not appointed to a role in the confirmed new structure, the student will be advised in person by the College Associate Dean (HDR) as soon as is practicable;

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2. The College Associate Dean (HDR), in cooperation with the Research School Director, and relevant academic staff in the Schools and the College, will make recommendations to the student about suitable academic staff within the University who could assume the principal supervisor's role. No appointment of a new principal supervisor will be made without consultation with the student.
3. If a suitable principal supervisor or other panel members cannot be identified within the University, the College Associate Dean (HDR) will work with the student and with staff in the Schools and the College to identify a suitable replacement from within the disciplinary network of universities in Australia and internationally.
4. Any intending HDR students who have a valid offer of admission and who may be identified as being impacted by the changes will have all the principles above apply to them with any appropriate modifications subject to their circumstances.

Impact on and Management of Research Grants (all areas of the College)

Research grants held and being delivered by any staff member who does not transition to a confirmed new structure will be managed on a case-by-case basis. This will be in consultation with the staff member and the granting body and in the same manner and with the same principles that apply to the handling of research grants when a staff member leaves the ANU for any circumstance, including employment at another organisation.

Summary of Confirmed Position Changes: RSHA Professional Staff

New Positions within the confirmed structure

The following positions are confirmed to be created within the new structure. All new positions are recommended to ensure that suitably qualified and experienced staff have the skills qualifications and attribute to improve subject matter expertise to optimize the delivery of and outcome of administration support for the Research School, College and the University.

School Manager, Senior Manager 1 (Administration)

This new position will be classified at ANU Senior Manager 1 (Administration). This role will lead the administration team and will be responsible for overseeing the activities and service delivery that supports the research and education outcomes of the Academic Organisational Unit (AOU) in their remit and the College. The role will be accountable to provide a broad and strategic guidance in development and implementation of the operational plan that covers overall administration of the Research School. The role will hold responsibility as a member of the College Senior Administrative Network, and is expected to contribute significantly to develop and drive the implementation of College- and University- level initiatives.

Operations Manager, ANU Officer Level 8 (Administration)

This new position will be classified at ANU Officer 8 (Administration). The role is responsible for the management of the day to day operations including the supervision, mentoring and career development of a team of which coordinates the School's events, outreach, research and impact and engagement activities. The Operations Manager will work closely with the School Manager and Administration Manager and contribute to the development of AOU level strategy, budgeting, reporting and manage the provision of services to support the research and education activities of the Research School.

Laboratory Technician, ANU Officer Grade 4/5 (Technical)

This new role will be classified at ANU Officer Grade 4/5 (Technical). The role is responsible for the management of the day to day operations of the specialised teaching laboratories within the schools and centres under the remit of the operations team. The role will also provide support for field work and student mobility to support the research and education activities of the Research School.

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Directly transferred positions within the confirmed structure:

It is confirmed the following positions will be directly transferred into the new structure. All of the positions confirmed to be directly transferred are being transferred at level. Some roles will require a role title change (these are detailed below) and all positions will have a position description review and refresh. This will enable the positions to be aligned with the requirements of the new structure and ensure the positions are focused on the required capacity to deliver on the administration requirements of the Research School and the College.

All fixed term roles will transfer directly to the confirmed new structure for the current term of their appointment.

Executive Officer, Senior Manager 1 (Administration) to School Manager, Senior Manager 1 (Administration)

This refreshed and retitled position and will continue to be classified as a Senior Manager 1. This role will lead the administration teams and will be responsible for overseeing the activities and service delivery that supports the research and education outcomes of the Academic Organisational Unit (AOU) under their remit and across the College. The role will continue to be accountable to provide a broad and strategic guidance in development and implementation of the operational plan that covers overall administration of the Research School. The role will continue to hold responsibility as a member of the College Senior Administrative Management group, and is expected to contribute significantly to develop and drive the implementation of College- and University- level initiatives. The position will be otherwise unchanged.

School Manager, School of Art and Design ANU Officer Level 8 (Administration) to Administration Manager, ANU Officer Level 8 (Administration)

This refreshed and retitled position is confirmed to be classified at ANU Officer 8 (Administration). The role will be responsible for the management of the day to day operations including the provision of leadership, mentoring and career development of a team that coordinates overall administration activities for the Schools and Centres under the remit of the manager. The Administration Manager will work closely with the School Manager and Operations Manager and contribute to the development of AOU level strategy, reporting and overall management of administration service that supports the research and education activities of the Research School.

School Manager, School of Archaeology and Anthropology ANU Officer Level 8 (Administration) to Operations Manager, ANU Officer Grade 8 (Administration)

This refreshed and retitled position is confirmed to be classified at ANU Officer 8 (Administration). The role is responsible for the management of the day to day operations including the supervision, mentoring and career development of a team of which coordinates the School's events, outreach, research and impact and engagement activities. The Operations Manager will work closely with the School Manager and Administration Manager and contribute to the development of AOU level strategy, budgeting, reporting and manage the provision of services to support the research and education activities of the Research School.

School Manager, School of Literature, Languages and Linguistics ANU Officer Level 8 (Administration) to Administration Manager, ANU Officer Grade 8 (Administration)

This refreshed and retitled position is confirmed to be classified at ANU Officer 8 (Administration). The role will be responsible for the management of the day to day operations including the provision of leadership, mentoring and career development of a team that coordinates overall administration activities for the Schools and Centres under the remit of the manager. The Administration Manager will work closely with the School Manager and Operations Manager and contribute to the development of AOU level strategy, reporting and overall management of administration service that supports the research and education activities of the Research School.

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Table 2: Directly transferred professional staff positions within the confirmed structure

Current Position Title	Confirmed Position Title	Number of position/s
Executive Officer Senior Manager 1	School Manager Senior Manager 1	1
School Manager, SoAD ANU Officer Level 8	Administration Manager, ANU Officer Level 8	1
School Manager, SAA ANU Officer Level 8	Operations Manager ANU Officer Level 8	1
School Manager, SLLL ANU Officer Level 8	Administration Manager ANU Officer Level 8	1
AuSI Manager ANU Officer Level 8	AuSI Manager ANU Officer Level 8	1
Senior School Administrator ANU Officer Level 6/7	Senior Administration Officer ANU Officer Level 6/7	3
RSHA Directorate Centres Manager ANU Officer Level 6/7	Senior Administration Officer ANU Officer Level 6/7	1
Communication and Outreach Coordinator ANU Officer Level 6/7	Engagement and Impact Coordinator ANU Officer Level 6/7	1
Open School Outreach Coordinator ANU Officer Level 6/7	Open School Outreach Coordinator ANU Officer Level 6/7	1
RSHA Administration Officer ANU Officer Level 5	Engagement and Impact Officer ANU Officer Level 5	1
Outreach Coordinator ANU Officer Level 4/5 (Technical)	Engagement and Impact Officer ANU Officer Level 5	1
School Administrator ANU Officer Level 5	Engagement and Impact Officer ANU Officer Level 5	3
School Administrator ANU Officer Level 5	Administration Officer ANU Officer Level 5	6
AuSI Administration Officer ANU Officer Level 5	AuSI Administration Officer ANU Officer Level 5	1
Open School Outreach Administrator ANU Officer Level 5	Open School Outreach Administrator ANU Officer Level 5	1
Collections Officer (fixed term) ANU Officer Level 4/5 (Technical)	Collections Officer ANU Officer Level 4/5 (Technical)	1
RSHA Administration Support Officer ANU Officer Level 4	Administration Assistant ANU Officer Level 4	1
Assistant School Administrator ANU Officer Level 4	Administration Assistant ANU Officer Level 4	1
WHS Consultant ANU Officer Level 6/7	WHS Consultant ANU Officer Level 6/7	2
Technical Officer (0.6 FTE) ANU Officer Level 4/5 (Technical)	Technical Officer (0.6 FTE) ANU Officer Level 4/5 (Technical)	1
Technical Officer (fixed term) ANU Officer Level 4/5 (Technical)	Technical Officer (fixed term) ANU Officer Level 4/5 (Technical)	1
TOTAL		31

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Disestablished positions within the confirmed structure

The following positions will be disestablished as they are no longer required or their duties have been or will be ceased or distributed elsewhere within the confirmed structure. Some positions have temporary or interim appointments in place to support current operational requirements. These positions will cease at the end of the current temporary or interim appointments.

A number of professional staff have elected to take a voluntary separation from the University and have left, or will leave the University, in the coming months. These positions are positions confirmed for disestablishment, and the following list includes these vacant, or soon to be vacant, positions.

School Manager, School of Music, ANU Officer Level 8 (Administration) (VACANT)

It is confirmed that this role will be disestablished. This role provides high level management support to the professional and academic staff within the School of Music. The work and responsibilities associated to this position will be permanently reduced and any remaining will be distributed to existing positions within the administration management team as part of the implementation of the confirmed changes.

Executive Assistant, RSHA Directorate, ANU Officer Level 6/7 (Administration) (VACANT)

It is confirmed that it will be disestablished. This role provides high level executive administration support to the RSHA Director. The work and responsibilities associated to this position will be permanently reduced and any remaining work will be distributed to existing positions within the Administration team as part of the implementation of the confirmed changes.

Senior School Administrator, School of Art and Design, ANU Officer Level 6/7 (Administration) (VACANT)

It is confirmed that this role will be disestablished. This role provides high level administration support to the academic cohort within the School of Art and Design. The work and responsibilities associated to this position will be permanently reduced and any remaining will be distributed to existing positions within the Administration team as part of the implementation of the confirmed changes.

Senior School Administrator, School of Literature Language and Linguistics, ANU Officer Level 6/7 (Administration) (VACANT)

It is confirmed that this role will be disestablished. This role provides high level administration support to the academic cohort within the School of Literature, Languages and Linguistics. The work and responsibilities associated to this position will be permanently reduced and any remaining will be distributed to existing positions within the Administration team as part of the implementation of the confirmed changes.

Events Officer, School of Music, ANU Officer Level 5 (Administration) (VACANT)

It is confirmed that this role will be disestablished. This role provides support to the organisation of events within the School of Music. The work and responsibilities associated to this position will be permanently reduced and any remaining will be distributed to existing positions within the Administration team as part of the implementation of the confirmed changes.

Laboratory Technician, School of Archaeology and Anthropology, ANU Officer 4/5 (Technical) (VACANT)

It is confirmed that this role will be disestablished. This role provides broad technical support to the academic cohort within the School of Archaeology and Anthropology. The work and responsibilities associated to this position will be permanently reduced and any remaining will be distributed to existing positions within the Operations team as part of the implementation of the confirmed changes.

The confirmed new structures for the RSHA Professional Staff Teams are included in Appendix 2.

Part 5: Staffing Principles

The transition to the new College structure will be via the following steps and staffing principles. Any reductions in staffing are managed in accordance with the job security provisions outlined in clause 67 of the ANU Enterprise Agreement 2017-2021 (ANU Enterprise Agreement).

The objective of this proposal is to enable the University to work with individual staff members within the College, and their representatives, to ensure timely and effective consultation. Any reductions in staffing are managed in accordance with the job security provisions outlined in clause 67 of the ANU Enterprise Agreement 2017-2021 (ANU Enterprise Agreement).

In accordance with Clause 67 of the ANU Enterprise Agreement, any staff reductions within the College will be managed and achieved through the following:

- natural attrition;
- permanent transfer;
- redeployment;
- voluntary conversion to part-time work;
- Fixed term pre-retirement agreements; or
- Voluntary separation.

Academic Staff: Staffing Principles

The following principles will apply to any confirmed changes for continuing academic staff positions where a direct transfer to the confirmed new structure is not possible.

Phase 1 – Management of Staff Requests

Consult with all affected staff for all possible options, in accordance with clauses 67 and 68 of the ANU Enterprise Agreement.

Phase 2 – Recruitment and Appointment Process

Finalise position descriptions for positions. Once position descriptions are finalised, direct transfers will be confirmed where possible.

The direct transfer of a position, and the incumbent staff member, will occur where the position is the same classification level, has similar career standing, and the duties are essentially the same or substantially the same within the new structure.

Where a position is not able to be directly transferred and there are more staff at the relevant level insubstantially similar roles than there are positions, then an Expression of Interest (EOI) will be run for those affected staff to fill the available positions.

If an EOI process is required, affected staff will be provided the opportunity to lodge applications for the specific positions which have substantially the same duties, classification level and career standing within the new structure. A selection process will be undertaken based on the standard recruitment process of assessing applicants against the selection criteria for the role. This selection process will include a formal selection panel and interviews may be held for short-listed candidates.

Recruitment for all other positions will be via internal recruitment and formal selection processes.

Should those roles not be filled through the internal process, external recruitment process will then be undertaken as required,

Phase 3 – Notification of Disestablishment of Positions & Redeployment

Affected staff will be advised in accordance with subclauses 56.5 and 68.19-68.20 of the ANU Enterprise Agreement that their substantive position is surplus to requirements. The formal redeployment processes under clauses 56.7 to 56.13 of the ANU Enterprise Agreement will apply.

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Staff whose positions have been identified as surplus will be formally advised in writing. Action will be taken to identify suitable alternate positions for such staff - or the staff member may seek approval for an early separation. In such a case, they will be paid the balance of the 12 week redeployment period.

In accordance with clause 56.8 of the ANU Enterprise Agreement, a suitable alternative position means a position which has substantially the same duties, classification level and career standing as the redundant position and for which the staff member currently possesses the skills and experience (or could reasonably be expected to develop the required skills within a limited period) to satisfactorily perform the duties of the position.

If the process of identifying suitable positions results in more than one staff member being interested in the position then a selection process will be undertaken for the role based on a standard appointment process. The assessment will be against the selection criteria for the role. The selection process will be that applicable to a standard appointment process with a formal selection panel formed and assessments made against the position selection criteria.

In accordance with the ANU Enterprise Agreement the staff member that best meets the selection criteria for the position, or could be expected to meet the selection criteria with appropriate training within a reasonable timeframe, will be appointed to the position.

Phase 4 – Notice of termination due to Redundancy

Following the 12-week redeployment period, in those cases in which the staff member cannot be redeployed, in accordance with clause 56.14 of the ANU Enterprise Agreement, the University will notify the affected staff member(s) in writing: that his or her position is to be declared redundant and that his or her employment may be terminated; the reason for the redundancy; and the timeline for this action.

This notification advice will also provide the staff member with at least 6 weeks formal notice in accordance with clause 56.15 of the ANU Enterprise Agreement that their employment is to be terminated due to redundancy from a specified date. At the discretion of the University payment in lieu of notice may be provided.

The following termination payments will apply to staff made redundant:

- For Academic staff a redundancy payment of 3 weeks' salary for each year of service with a minimum payment of 5 weeks' pay and maximum of 68 weeks' pay;
- Academic Employment Transition Payment of up to 16 weeks salary for academic staff, provided the total redundancy payment for academic staff does not exceed 78 weeks (excluding accrued annual and long service leave); and
- Payment of accrued annual leave and, if eligible, long service leave.

Professional Staff: Staffing Principles

The following principles will apply in determining professional staff position changes:

Phase 1 – Management of Staff Requests

Consult with all affected staff for all possible options, in accordance with clauses 67 and 68 of the ANU Enterprise Agreement.

Phase 2 – Recruitment and Appointment Process

Finalise position descriptions for positions. Recruitment for vacant and confirmed new positions will commence once position descriptions have been reviewed and approved by the University Staffing Committee.

Once position descriptions are finalised, direct transfers will be confirmed where possible and staff identified to have a change in position title, description or supervisor will be provided with revised position descriptions and written notification of any supervision changes.

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The direct transfer of a position, and the incumbent staff member, will occur where the position is the same classification level, has similar career standing, and the duties are essentially the same or substantially the same within the new structure.

Where a position is not able to be directly transferred and there are more at level staff in a substantially similar roles than there are positions, then an Expression of Interest (EOI) will be run for those affected staff to fill the available positions.

If an EOI process is required, affected staff will be provided the opportunity to lodge applications for the specific positions which have substantially the same duties, classification level and career standing within the new structure. A selection process will be undertaken based on the standard recruitment process of assessing applicants against the selection criteria for the role. This selection process will include a formal selection panel and interviews may be held for short listed candidates.

Recruitment for all other positions will be via internal recruitment and formal selection processes. Should those roles not be filled through the internal process, external recruitment process will then be undertaken as required,

It is expected that the recruitment processes may take up to three months to finalise. Temporary appointments may be made to these positions during this period to ensure continuity of service delivery.

Phase 3 – Notification of Disestablishment of Positions and Redeployment

Affected staff will be advised in accordance with subclauses 56.5 and 68.19-68.20 of the ANU Enterprise Agreement that their substantive position is surplus to requirements. The formal redeployment processes under clauses 56.7 to 56.13 of the ANU Enterprise Agreement will apply.

Staff whose positions have been identified as surplus will be formally advised in writing. Action will be taken to identify suitable alternate positions for such staff - or the staff member may seek approval for an early separation. In such a case, they will be paid the balance of the 12 week redeployment period.

In accordance with clause 56.8 of the ANU Enterprise Agreement, a suitable alternative position means a position which has substantially the same duties, classification level and career standing as the redundant position and for which the staff member currently possesses the skills and experience (or could reasonably be expected to develop the required skills within a limited period) to satisfactorily perform the duties of the position.

If the process of identifying suitable positions results in more than one staff member being interested in the position then a selection process will be undertaken for the role based on a standard appointment process. The assessment will be against the selection criteria for the role. The selection process will be that applicable to a standard appointment process with a formal selection panel formed and assessments made against the position selection criteria.

In accordance with the ANU Enterprise Agreement the staff member that best meets the selection criteria for the position, or could be expected to meet the selection criteria with appropriate training within a reasonable timeframe, will be appointed to the position.

Phase 4 – Notice of termination due to Redundancy

Following the 12 week redeployment period, where the staff member cannot be redeployed, in accordance with clause 56.14 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 his or her employment may be terminated; the reason for the redundancy; and the time line for this action.

This notification advice will also provide the staff member with at least six weeks' formal notice in accordance with clause 56.15 of the ANU Enterprise Agreement that their employment is to be terminated due to redundancy from a specified date. At the discretion of the University, payment in lieu of notice may be provided. The following termination payments will apply to professional staff whose positions are made redundant:

- A redundancy payment of three weeks' salary for each year of service with a minimum payment of five weeks' pay and maximum of 64 weeks' pay; and
- Payment of accrued annual leave and long service leave.

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Part 6: The University's Commitment

Status:

Following the release of the formal Change Management Proposal on 18 November 2020, and the conclusion of the formal consultation period on 4 December 2020, the ANU has prepared this Change Implementation Plan to confirm the process for progressing workplace change in relation to College of Arts and Social Sciences.

Summary of the confirmed changes:

- School of Art and Design:** Introduction of a new academic and technical staffing profile and structure including;
 - One (1) academic level B position (1.0 FTE) to work across Glass and Ceramics
 - One (1) new academic Level B position to work across the School curriculum delivering research-led teaching and education programs 0.5 FTE position
 - Establishment of one (1) academic Level C position to work across the School curriculum (1.0 FTE)
 - Establishment of seven (7) new technical officer professional staff positions (6.2 FTE)
 - Establishment of one (1) administration ANU Officer L05 professional staff position (0.6 FTE)
 - Direct transfer one (1) administration ANU Officer L6/7 professional staff position (1.0 FTE)
 - Direct transfer of one (1) academic Level C position to work across the School curriculum (0.5 FTE)
 - Direct transfer of 31 academic staff positions
 - Disestablishment of two (2) workshops – Furniture, Jewellery and Object
 - Disestablishment of Animation and Video program
 - Disestablishment of three (3) academic level C positions (2.5 FTE)
 - Disestablishment of four (4) academic level B positions (3.5 FTE)
 - Disestablishment of eight (8) technical officer professional staff positions (6.8 FTE)
 - Change in work practices within the School of Art and Design
- RSHA Administration and Technical Professional Staff:** Introduction of new team structures including;
 - Establishment of three (3) new continuing professional staff positions;
 - Direct transfer of 31 continuing professional staff positions;
 - Disestablishment of six (6) VACANT professional staff positions.

These changes may also include a change in reporting or supervisory lines for some staff and positions; a change in work practices for some staff; and/or a change in conditions, including change that would be likely to lead to changed responsibility levels.

Staff redundancies, if unavoidable, will be subject to the University's redundancy provisions.

Notification:

The University is drafting this document to set out its specific proposal for your information and it is being circulated to:

- Research School of the Humanities and Arts;
- School of Art and Design;
- College of Arts and Social Sciences;
- ANU Senior Management Group Academic Directors and Research School Directors, Service Division Directors, General Managers and School Managers;
- Available on the ANU Recovery website [here](#)
- Nominated staff representatives including the NTEU;
- Other relevant stakeholders as required.

Representation:

Throughout this 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 http://policies.anu.edu.au/procedures/staff_representation_procedure/procedure

CHANGE IMPLEMENTATION PLAN ANU COLLEGE OF ARTS AND SOCIAL SCIENCES – PHASE 2

03 February 2021

Staff may not request representation by a legal practitioner unless they are directly involved in a formal disciplinary or termination of employment processes.

Part 7: Implementation Timetable

The ANU has set out the below timetable to meet and confer with the staff members concerned (and their chosen representatives). The ANU endeavours to reach agreement about the implementation of change and to work consultatively with people affected by change.

Date	Details of Implementation
Wednesday 18 November 2020	Release the Change Management Proposal to the College and University Community Consultation Period Commences
Friday 4 December 2020	Close of Consultation period
Monday 7 December 2020 till Friday 22 January 2021	Collation of feedback from Consultation and preparation of Implementation Plan
Wednesday 3 February 2021	Publication of Implementation Plan
From 4 February 2021	Management of Staff Requests
3-9 February 2021	Period for seeking clarification on Implementation Plan
Wednesday 10 February 2021	Commencement of Implementation

Contacts

This implementation of the changes for the College will be led by Professor Rae Frances, Dean, ANU College of Arts and Social Sciences and Matt Talbot, General Manager, College of Arts and Social Sciences in consultation with the Human Resources Division.

Name	Position	Contact details
Professor Rae Frances	Dean ANU College of Arts and Social Sciences	Dean.cass@anu.edu.au ph:(02) 6125 3050
Matt Talbot	General Manager ANU College of Arts and Social Sciences	Gm.cass@anu.edu.au ph:(02) 6125 5702
Professor Paul Pickering	Director, Research School of Humanities and the Arts	director.rsha@anu.edu.au ph:(02) 6125 3451
Belinda Farrelly	Associate Director, Organisational Change	org.change@anu.edu.au belinda.farrelly@anu.edu.au ph: (02) 6125 3012

CHANGE IMPLEMENTATION PLAN
ANU COLLEGE OF ARTS AND SOCIAL SCIENCES – PHASE 2
03 February 2021

Support for Staff

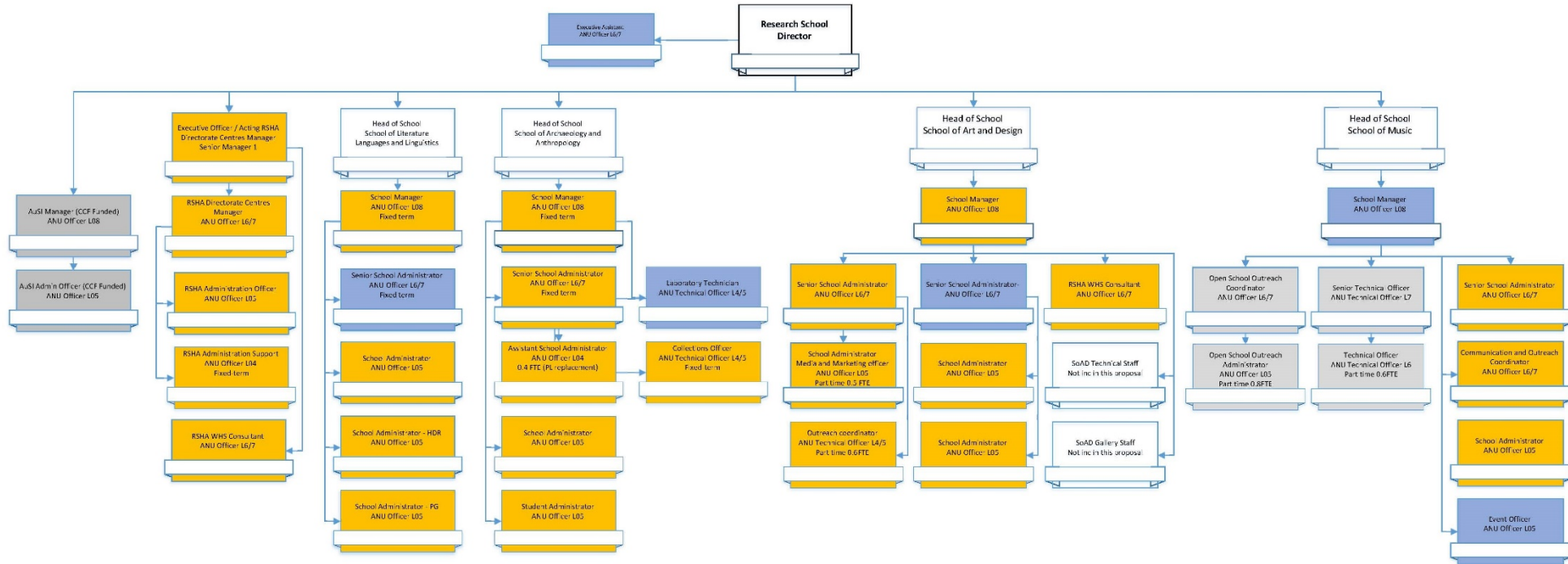
Staff seeking additional support or advice should contact:

Name		Position	Contact Details
Gail Frank		Adviser to staff	ph: (02) 6125 3616
Dr Maaria Haque		Adviser to staff	ph: (02) 6125 8283 staff.adviser@anu.edu.au
Employee Providers	Assistance	Assure Relationships Australia	ph: 1800 808 374 ph: (02) 6122 7100

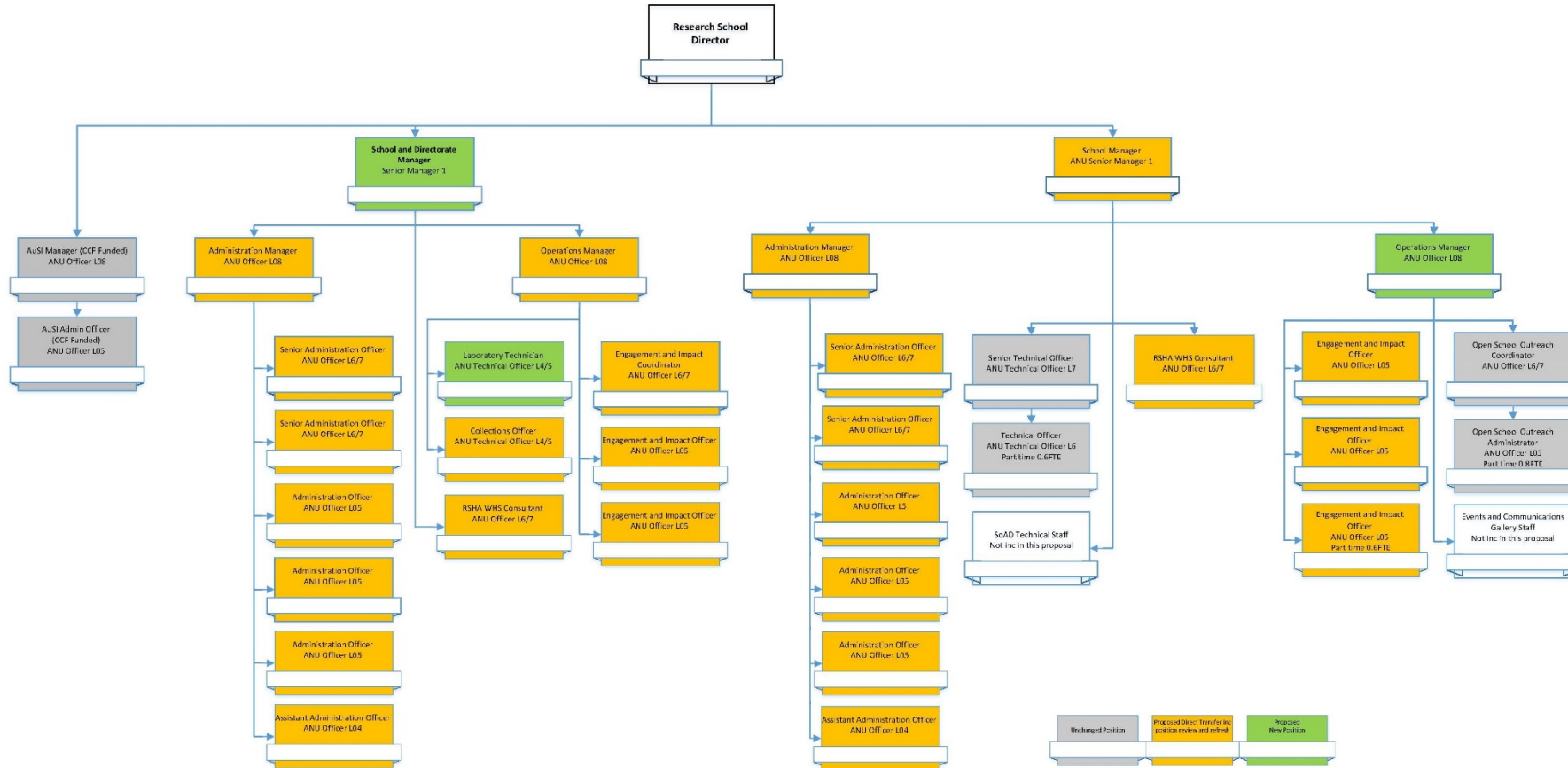
Appendices

- Appendix 1 – Current RSHA professional staff organisation chart
- Appendix 2 – Confirmed RSHA professional staff organisation chart
- Appendix 3 – Draft position descriptions for newly established positions

APPENDIX 1 – Current RSHA professional staff organisation chart



Appendix 2 – Confirmed RSHA professional staff organisation chart





Australian
National
University

Position Description

College/Division:	ANU College of Arts and Social Sciences (CASS)
Faculty/School/Centre:	Research School of Humanities and the Arts
Department/Unit:	School of Art & Design
Position Title:	Lecturer
Classification:	Academic level B
Position No:	TBC
Responsible to:	
Number of positions that report to this role:	0
Delegation(s) Assigned:	0

PURPOSE STATEMENT:

The ANU School of Art & Design (SOAD) is focused on achieving excellence in research and teaching in accordance with its position within one of Australia's highest ranked universities. The School is seeking team members to contribute to the delivery of the School's aims through its Design, Visual Arts and Art History and Curatorship programs.

The School's program pursues a conception of practice that is engaged, agile, ethical, transdisciplinary, and inclusive of digital and material practices. It promotes cross-disciplinary partnerships to generate new forms of visual art and design practice and research, and supports creative scholarship at all levels from undergraduate to PhD. The ANU offers an unmatched setting for developing future research projects and collaborations with current research themes across the School including: Art, Politics and Social Engagement, Computational Culture Lab, Materiality, Agency and Data, Nature < Culture, and Asia: Innovation and Transformation;

This position will contribute to building the School's capacity in contemporary visual art and design and contribute to the development of interdisciplinary practice across disciplines. The position represents a unique opportunity to contribute to an aspiring, future-focused program within a vibrant, top 20 internationally ranked university.

KEY ACCOUNTABILITY AREAS:

The purposes of this position include:

- Contributing to teaching, research and engagement activities of the School.
- Research activity focused on agreed strategic priorities to strengthen the School's performance.
- Advancing scholarship through high impact research, collaboration and practice.
- Building the profile of the School across visual art, art history and curatorship and design through engagement with international and national organisations and stakeholders.
- Contributing to the wider college and university initiatives through participation in committees and forums.

Position Dimension & Relationships:

The position is located in the School of Art & Design in the Research School of Humanities and the Arts within the College of Arts and Social Sciences. The appointee will be required to contribute to the research, education and outreach agendas of the program and the School and College.

Role Statement:

- Undertake original and independent research and generate high impact traditional and non-traditional research outputs.
- Contribute to teaching, including supervision of Undergraduate students, Postgraduate Coursework, and HDR candidates where required within the School of Art and Design.
- Contribute to curriculum outcomes, and education administrative acquittals.
- Initiate and foster research collaborations within ANU and with external organisations.

- Contribute to and participate in School and University committees from time to time
- Adhere to all obligations, responsibilities and legislative requirements under current Work Health & Safety (WHS) Acts and Regulations and ANU policies, and where appropriate ensure areas are monitored for WHS hazards and are reviewed regularly.
- Comply with all ANU policies and procedures in particular those relating to equal opportunity and respectful relationships.
- Other duties as consistent with the classification of the position

SELECTION CRITERIA:

1. PhD in a related area, or, an internationally recognised definitive research degree such as a Master of Fine Arts.
2. A research profile broadly defined in the field of contemporary creative practice, demonstrating outreach and network initiatives, involving national exhibitions.
3. Demonstrated ability to develop and effectively deliver contemporary curricula at university level, across two or more disciplines.
4. Demonstrated capacity to initiate interdisciplinary collaborative research with a variety of stakeholders, including the ability to co-operate and work effectively in team environments.
5. Highly developed written and verbal communication skills, and ability to work independently and collegially with colleagues, students and external partners.
6. A demonstrated understanding of equal opportunity and WHS principles and policies and a commitment to their application in a university context.

Delegate Signature:		Date:	
Printed Name:		Position:	

References:

- [General Staff Classification Descriptors](#)
- [Academic Minimum Standards](#)



Pre-Employment Work Environment Report

Position Details

College/Div/Centre	CASS	Dept/School/Section	RSHA / SOA
Position Title	Lecturer, Art and Design	Classification	ACA Level B
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 checked="" 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 checked="" 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"/>			
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 checked="" type="checkbox"/>	<input type="checkbox"/>	microbiological materials	<input type="checkbox"/>	<input type="checkbox"/>
allergens	<input type="checkbox"/>	<input checked="" 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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College/Division:	ANU College of Arts and Social Sciences (CASS)
Faculty/School/Centre:	Research School of Humanities and the Arts
Department/Unit:	School of Art & Design
Position Title:	Senior Lecturer
Classification:	Academic level C
Position No:	TBC
Responsible to:	
Number of positions that report to this role:	0
Delegation(s) Assigned:	

PURPOSE STATEMENT:

The ANU School of Art & Design (SOAD) is focused on achieving excellence in research and teaching in accordance with its position within one of Australia's highest ranked universities. The School is seeking team members to contribute to the delivery of the School's aims through its Design, Visual Arts and Art History and Curatorship programs.

The School's program pursues a conception of practice that is engaged, agile, ethical, transdisciplinary, and inclusive of digital and material practices. It promotes cross-disciplinary partnerships to generate new forms of visual art and design practice and research, and supports creative scholarship at all levels from undergraduate to PhD. The ANU offers an unmatched setting for developing future research projects and collaborations with current research themes across the School including: Art, Politics and Social Engagement, Computational Culture Lab, Materiality, Agency and Data, Nature><Culture, and Asia: Innovation and Transformation;

This position will contribute to building the School's capacity in contemporary visual art and design and contribute to the development of interdisciplinary practice across disciplines. The position represents a unique opportunity to contribute to an aspiring, future-focused program within a vibrant, top 20 internationally ranked university.

KEY ACCOUNTABILITY AREAS:

The purposes of this position include:

- Contributing to teaching, research and engagement activities of the School.
- Research activity focussed on agreed strategic priorities to strengthen the School's performance.
- Advancing scholarship through high impact research, collaboration and practice.
- Building the profile of the School across visual art, art history and curatorship and design through engagement with international and national organisations and stakeholders.
- Contributing to the wider college and university initiatives through participation in committees and forums.

Position Dimension & Relationships:

The position is located in the School of Art & Design in the Research School of Humanities and the Arts within the ANU College of Arts and Social Sciences. The appointee will be required to contribute to the research, education and outreach agendas of the program and the School and College.

Role Statement:

- Undertake original research and generate high impact traditional and non-traditional research outputs, making a significant contribution at a national level as a minimum.
- Contribute to innovative curriculum development, including teaching and supervision of Undergraduate, Postgraduate Coursework, and HDR, including administrative acquittals.
- Initiate and lead valuable research collaborations within ANU and with external organisations.

- Make a significant contribution to the development and administration of the School and its programs.
- Supervise staff as required.
- Adhere to all obligations, responsibilities and legislative requirements under current Work Health & Safety (WHS) Acts and Regulations and ANU policies, and where appropriate ensure areas are monitored for WHS hazards and are reviewed regularly.
- Contribute to strategic and operational planning, participating in School, College and University committees
- Complying with all ANU policies and procedures in particular those relating to equal opportunity and respectful relationships.
- Other duties as consistent with the classification of the position.

SELECTION CRITERIA:

1. PhD in a related area, or, an internationally recognised definitive research degree such as a Master of Fine Arts.
2. Relevant demonstrated research track record evidenced by traditional and non-traditional research outputs, research collaborations and income.
3. Demonstrated engagement and collaboration with university sectors, industry and/or community.
4. Demonstrated expertise as a practitioner in a related creative field.
5. Demonstrated ability to develop and effectively deliver contemporary curricula at university level, across two or more disciplines.
6. Ability to attract and supervise research students and support high quality outcomes.
7. Experience in staff supervision and strong contribution within team environments.
8. Highly developed written and verbal communication skills, and ability to work independently and collegially with colleagues, students and external partners.
9. A demonstrated understanding of equal opportunity and WHS principles and policies and a commitment to their application in a university context.

Delegate Signature:

Date:

Printed Name:

Position:

References:

[General Staff Classification Descriptors](#)

[Academic Minimum Standards](#)



Pre-Employment Work Environment Report

Position Details

College/Div/Centre	CASS	Dept/School/Section	RSHA / SOA
Position Title	Senior Lecturer, Art and Design	Classification	ACA Level C
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 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"/>			
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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 Australian National University	<h1>Position Description</h1>
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College/Division:	CASS
Faculty/School/Centre:	RSHA
Department/Unit:	School of Art & Design
Position Title:	Technical Officer
Classification:	ANU Officer Grade 4/5 (Technical)
Position No:	
Responsible to:	Technical Services Team Coordinator
Number of positions that report to this role:	N/A
Delegation(s) Assigned:	D8 (000220)

PURPOSE STATEMENT:

The ANU School of Art & Design (SOA&D) is focused on achieving excellence in research and teaching in accordance with its position within Australia's highly ranked university.

The School has a distinctive type of education, research and training; driven by innovative studio-based education, applied and practice-led research, and professional training in combination with art history, art theory, curatorship and design. It is inclusive of material and digital practices and promotes cross-disciplinary education and partnerships to generate innovative visual arts, design and art history and curatorial practice and research. It supports scholarship at all levels – undergraduate, postgraduate coursework and postgraduate research. Current research themes include Art, Politics and Social Engagement; Asia: Innovation and Transformation; Computational Culture Lab; Materiality, Agency and Data; Nature < Culture; and traditional discipline specific enquiry.

The Technical Officer has responsibility for the provision of operational support to the Technical Services Team Coordinator and the Senior Technical Officers to manage SOA&D equipment, facilities & overall technical support to ensure that all operations meet legislative and University requirements. This position will oversee day-to-day operations, maintenance and management of the facilities and associated equipment.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

The Technical Officer will work under the general direction of the Technical Services Team Coordinator, and liaise closely with the SOA&D Technical Services Team, the RSHA WHS Consultant and the School Manager, to ensure the safe delivery of teaching, research and engagement activities, and maintenance of associated equipment and facilities of the School. The position will work closely with academic and professional staff, students, visitors and external collaborators.

Role Statement:

Under general direction from the Technical Services Team Coordinator, the Technical Officer will be expected to:

1. Contribute to strategic priorities in the delivery of visual arts and design curriculums in a studio environment.
2. Provide technical oversight of activities and equipment in specialised techniques and processes. This includes support, demonstrations and inductions to students, visitors, external collaborators, professional and academic staff in using School equipment and the preparation of materials.
3. Comply and adhere to all obligations, responsibilities and legislative requirements under current Work Health & Safety (WHS) Acts and Regulations, work with the RSHA WHS Consultants to ensure the School is compliant and deliver WHS in accordance with the ANU WHS Management System.
4. Coordinate teaching and research material supply, equipment needs and maintenance in accordance with ANU procurement, WHS and other relevant ANU policies and procedures.
5. Be skilled in document and verbal communication administration, and have the ability to work independently and collegially with colleagues, students and external partners.

For assistance please contact HR Division Ph. 6125 3346

6. Provide coordination of facilities and advise the Building Custodian, the RSHA WHS Consultants and senior technical officers on facility, building and equipment maintenance issues.
7. Comply with all ANU policies and procedures, in particular equal opportunity and respectful relationships.
8. Other duties as required, consistent with the classification of this position.

SELECTION CRITERIA:

1. Tertiary qualifications in visual art/design or equivalent combination of relevant experience and education/training.
2. A demonstrated technical knowledge of a broad range of visual art and design practices, equipment and materials, and a specificity of technical processes in two or more disciplines.
3. Proven ability to work both independently with limited supervision and harmoniously in a team environment with a diverse range of people to deliver broad organisations goals.
4. Demonstrated knowledge and understanding of WHS principles and practices, especially as they relate to art/design studios, and the ability to interpret and apply policies and processes across studio and equipment based activities.
5. Demonstrated skills relevant to studio planning and budgeting incorporating equipment maintenance and stock control utilising formats such as Excel, word processing and relevant financial systems.
6. Efficient, organised person with proven ability to prioritise workloads and meet deadlines using sound judgement and communication skills, both oral and written format such as email and file documentation.
7. A demonstrated general knowledge and understanding of equal opportunity principles and WHS and a commitment to their application in a university context.

ANU Officer Levels 4 and 5 are broadbanded in this stream. It is expected that at the higher levels within the ANU Officer 4/5 broadband occupants will have a deeper understanding, and a more independent application, of the technical methods and procedures used, and a consequent increase in the complexity of the functions performed.

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

References:

[General Staff Classification Descriptors](#)



Position Description

College/Division:	CASS
Faculty/School/Centre:	RSHA
Department/Unit:	School of Art & Design
Position Title:	Senior Technical Officer
Classification:	ANU Officer Grade 6 (Technical)
Position No:	
Responsible to:	Technical Services Team Coordinator
Number of positions that report to this role:	TBC
Delegation(s) Assigned:	D8 (000220)

PURPOSE STATEMENT:

The ANU School of Art & Design (SOA&D) is focused on achieving excellence in research and teaching in accordance with its position within Australia's highly ranked university.

The School has a distinctive type of education, research and training; driven by innovative studio-based education, applied and practice-led research, and professional training in combination with art history, art theory, curatorship and design. It is inclusive of material and digital practices and promotes cross-disciplinary education and partnerships to generate innovative visual arts, design and art history and curatorial practice and research. It supports scholarship at all levels – undergraduate, postgraduate coursework and postgraduate research. Current research themes include Art, Politics and Social Engagement; Asia: Innovation and Transformation; Computational Culture Lab; Materiality, Agency and Data; Nature><Culture; and traditional discipline specific enquiry.

The Senior Technical Officer has responsibility for the provision of high level operational support to the Technical Services Team Coordinator to manage SOA&D equipment, facilities & overall technical support to ensure that all operations meet legislative and University requirements. There is an expectation that the position will contribute technical expertise to the teaching and research planning of the School. The Senior Technical Officer will contribute to wider college and university projects and initiatives, and participate in relevant committees and forums where applicable. Supervision of junior team members may be required.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

The Senior Technical Officer will work under the broad direction of the Technical Services Team Coordinator, and liaise closely with the SOA&D Technical Services Team, the RSHA WHS Consultant, and the School Manager to ensure the safe operation, maintenance and development of the School's studios, and technical compliance capabilities. The position will work closely with academic and professional staff, students, visitors and external collaborators.

Role Statement:

Under the broad direction of the Technical Services Team Coordinator, the Senior Technical Officer will be expected to:

1. Coordinate the daily operations of technical support within the School and provide technical oversight of activities and equipment in specialised techniques and processes, including high risk activities.
2. Provide high-level technical support and advice, complex problem solving, strategic planning and support to academic and professional staff, undergraduate and postgraduate students, visitors and other external users and stakeholders. This includes supporting research students with exhibition installation for examination in the SOA&D Gallery.

3. Develop and oversee a maintenance program for the School's teaching and research equipment, including resource and space allocation for studios, equipment and material purchases, and other studio resources in line with the changing needs of the visual arts and design programs.
4. Supervise, train and mentor staff and students to build their technical capability.
5. Develop and maintain best practice record keeping, including accurate WHS documentation for studio users, and coordinate teaching and research material supply in accordance with ANU procurement, WHS and other relevant ANU policies and procedures.
6. Maintain best practice WHS processes and procedures and make an active contribution towards WHS culture, practice and compliance.
7. Be highly skilled in documentation and verbal communication, administration, and have the ability to work independently and collegially with colleagues, students and external partners.
8. Develop and maintain networks amongst other School and College technical staff and with the College and ANU building and facilities teams, the RSHA WHS Consultants, the SOA&D Technical Services Team members on facility, building and equipment matters.
9. Comply with all ANU policies and procedures, in particular equal opportunity and respectful relationships.
10. Other duties as required, consistent with the classification of this position.

SELECTION CRITERIA:

1. Tertiary qualifications with subsequent relevant experience in visual art/design, or experience and expertise with equivalent combinations of relevant experience and/or education/training.
2. Demonstrated experience providing technical services in art and/or design disciplines for the operations of a complex studio facility or precinct. Proven capacity to instruct, supervise and induct staff, undergraduate and postgraduate students, and visitors in the safe and efficient use of a broad range of specialised art/design equipment, materials and processes, in two or more disciplines.
3. A demonstrated knowledge and strong understanding of WHS practices, especially as they relate to art/design studios, and an ability to assess risk and respond accordingly.
4. Strong information technology and organisational skills with demonstrated ability to keep accurate records and prioritise tasks, exercising sound judgement to meet tight timelines.
5. Proven ability to communicate effectively and concisely, both orally and in writing, and to work both independently with limited supervision and harmoniously in a team environment with a diverse range of people.
6. Demonstrated skills and relevant experience in studio planning and budgeting incorporating equipment maintenance and stock control utilising formats such as Excel, word processing and relevant financial systems.
7. A demonstrated general knowledge and understanding of equal opportunity principles and WHS and a commitment to their application in a university context.

Supervisor/Delegate Signature:

Date:

Printed Name:

Uni ID:

References:

[General Staff Classification Descriptors](#)



College/Division:	CASS
Faculty/School/Centre:	RSHA
Department/Unit:	School of Art & Design
Position Title:	Technical Services Team Coordinator
Classification:	ANU Officer Grade 7 (Technical)
Position No:	
Responsible to:	School Manager
Number of positions that report to this role:	TBC
Delegation(s) Assigned:	D8 (000220)

PURPOSE STATEMENT:

The ANU School of Art & Design (SOA&D) is focused on achieving excellence in research and teaching in accordance with its position within Australia's highly ranked university.

The School has a distinctive type of education, research and training; driven by innovative studio-based education, applied and practice-led research, and professional training in combination with art history, art theory, curatorship and design. It is inclusive of material and digital practices and promotes cross-disciplinary education and partnerships to generate innovative visual arts, design and art history and curatorial practice and research. It supports scholarship at all levels – undergraduate, postgraduate coursework and postgraduate research. Current research themes include Art, Politics and Social Engagement; Asia: Innovation and Transformation; Computational Culture Lab; Materiality, Agency and Data; Nature><Culture; and traditional discipline specific enquiry.

The Technical Services Team Coordinator has responsibility for the provision of technical services in the SOA&D. The position will provide high level support to the School Manager to manage SOA&D equipment, facilities & overall technical support to ensure that all operations meet legislative and University requirements. There is an expectation that the position will contribute technical expertise to the teaching and research planning of the School. The Technical Services Team Coordinator will contribute to wider college and university projects and initiatives, and participate in relevant committees and forums where applicable. Supervision of the Technical Services Team members is required.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

The Technical Services Team Coordinator will work under the broad direction of the School Manager and liaise closely with the SOA&D Technical Services Team, the RSHA WHS Consultant, and College and ANU building and facilities teams to ensure the safe operation, maintenance and development of the School's studios, and technical compliance capabilities. The position will work closely with academic and professional staff, students, visitors and external collaborators.

Role Statement:

Under the broad direction of the School Manager, the Technical Services Team Coordinator will be expected to:

1. Manage the daily operations of technical support within the School by leading the Technical Services Team in the provision of technical oversight of activities and equipment in specialised techniques and processes, including high risk activities.
2. Provide high-level technical advice, complex problem solving, strategic planning and support to academic and professional staff, undergraduate and postgraduate students, visitors and other external users and stakeholders. This may include supporting research students with exhibition installation for examination in the SOA&D Gallery.
3. Coordinate and manage the maintenance program for the School's teaching and research equipment, including resource and space allocation for studios, equipment and material purchases, and other studio

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resources in line with the changing needs of the visual arts and design programs and in accordance with ANU procurement, WHS and other relevant ANU policies and procedures.

4. Provide management oversight of personnel within the School including induction, formal supervision, coaching and mentoring to staff and students to build their technical, leadership and management capability.
5. In conjunction with the Senior Technical Officers and School Manager assist with monitoring usage and operational costs, including the use of consumables and other studio resource needs.
6. Take a lead role in WHS processes and procedures and make an active contribution towards WHS culture, practice and compliance.
7. Be highly skilled in documentation and verbal communication, administration, and have the ability to work independently and collegially with colleagues, students and external partners.
8. Develop and maintain networks amongst other School and College technical staff and with the College and ANU building and facilities teams, the RSHA WHS Consultants, the SOA&D Technical Services Team members, and the School Manager on facility, building and equipment matters.
9. Comply with all ANU policies and procedures, in particular equal opportunity and respectful relationships.
10. Other duties as required, consistent with the classification of this position.

SELECTION CRITERIA:

1. Tertiary qualifications with subsequent relevant experience in the management of complex visual art/design facilities, or extensive experience (minimum 4 years) and specialist expertise with equivalent combinations of relevant experience and/or education/training.
2. Demonstrated experience providing expert technical services in art and/or design disciplines and oversight for the operations of a complex studio facility/precinct relevant to tertiary education. Proven capacity to instruct, supervise and induct staff, undergraduate and postgraduate students, and visitors in the safe and efficient use of a broad range of specialised equipment, materials and processes, in two or more disciplines.
3. Proven ability to develop and implement standard operating procedures, and experience contributing to strategic and operational planning to meet organisational goals.
4. A proven ability to lead a team, including mentoring and performance development.
5. A demonstrated knowledge and strong understanding of WHS practices and regulatory requirements, especially as they relate to art/design studios, and an ability to assess risk and respond accordingly.
6. Strong information technology and organisational skills with demonstrated ability to keep accurate records and prioritise tasks, exercising sound judgement to meet tight timelines.
7. Proven ability to communicate effectively and concisely, both orally and in writing, and to work both independently with limited supervision and harmoniously in a team environment with a diverse range of people.
8. A demonstrated general knowledge and understanding of equal opportunity principles and WHS and a commitment to their application in a university context.

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

References:

[General Staff Classification Descriptors](#)



Position Description

College/Division:	ANU College of Arts and Social Sciences
Faculty/School/Centre:	Research School of Humanities and the Arts (RSHA)
Department/Unit:	School of Art & Design
Position Title:	Gallery and Communications Officer
Classification:	ANU Officer Grade 5 (Administration)
Position No:	
Responsible to:	Operations Manager
Number of positions that report to this role:	N/A
Delegation(s) Assigned:	N/A

PURPOSE STATEMENT:

The ANU School of Art & Design (SOA&D) has a distinctive type of education, research and training; driven by innovative studio-based education, applied and practice-led research, and professional training in combination with art history, art theory, curatorship and design. It is inclusive of material and digital practices and promotes cross-disciplinary education and partnerships to generate innovative visual arts, design and art history and curatorial practice and research. It supports scholarship at all levels – undergraduate, postgraduate coursework and postgraduate research. Current research themes include Art, Politics and Social Engagement; Asia: Innovation and Transformation; Computational Culture Lab; Materiality, Agency and Data; Nature < Culture; and traditional discipline specific enquiry. The School is focused on achieving excellence in research and teaching in accordance with its position within Australia's highly ranked university.

The SOA&D Gallery and Project Space perform a critical function within the Research School of Humanities and the Arts, the broader constituency of the ANU and the ACT community. These two public exhibition spaces are integrated facilities where an annual exhibition program is presented with related publications and associated events. The SOA&D Gallery critically frames Australian visual art and design practice, presents graduate and postgraduate work in a professional gallery context, and reflects the international profile of the School, showcasing curatorial practice and the faculty's educational programs.

The Gallery and Communications Officer is responsible for the development and creation of digital content for the Gallery, SOA&D and Research School website and social media platforms to support the SOA&D and broader RSHA strategic education and research goals.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

The Gallery and Communications Officer will work closely with academic staff, other members of the RSHA and Operations administrative teams and with relevant Central divisions and College functional teams, to provide comprehensive support for the Gallery and other School events, outreach, education and research activities through the creation, development and coordination of digital and printed content and material.

Role Statement:

Under general direction from the Operations Manager, the Gallery and Communications Officer will be expected to:

1. Communicate the education, research and associated activities and programs through delivery of accurate and comprehensive digital content on the School's website, social media platforms, other emerging online tools, and printed material where relevant, ensuring all material produced is compliant with ANU branding policies and procedures, and relevant IP and moral rights legislation.
2. Contribute to and assist with the School's communication strategy by actively collating and developing content received from staff, students, visiting artists and external collaborators that reflects research, impact

and engagement, and student experience, ensuring that information is easily accessible and current for the community and prospective students.

3. Act as a first point of contact for general enquiries, providing front of house and general administrative support for all matters associated with the SOA&D Gallery.
4. Assist with outreach tasks, liaising with stakeholders across the School and in the broader ANU community, local arts organisations and other institutions on identified SOA&D programs.
5. Comply with all ANU policies and procedures, and in particular those relating to work health and safety, equal opportunity and respectful relationships.
6. Other duties as required, consistent with the classification of this position.

SELECTION CRITERIA:

1. Degree in an appropriate discipline or completion of Year 12 certificate, with relevant experience in a gallery or similar environment. A demonstrated knowledge and understanding of the arts and cultural industries will be highly regarded.
2. Demonstrated experience using website content management systems, social media platforms, and current relevant office, event organisation and communications tools.
3. Demonstrated high level customer service and effective communication skills with an ability to write clearly and concisely, consider the audience and adapt the message appropriately, and consult and liaise effectively with a wide range of stakeholders in a culturally diverse environment.
4. Proven ability to work with promotion and marketing imagery and information, and a thorough understanding of copyright and IP and moral rights legislation.
5. 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.
6. A demonstrated understanding of equal opportunity and WHS principles and policies and a commitment to their application in a university context.

Supervisor/Delegate Name:

Date:

References:

[Professional Staff Classification Descriptors](#)



Position Description

College/Division:	ANU College of Arts and Social Sciences
Faculty/School/Centre:	Research School of Humanities and the Arts
Department/Unit:	School of Art & Design
Position Title:	Senior Gallery Coordinator
Classification:	ANU Officer Grade 6/7 (Administration)
Position No:	
Responsible to:	Operations Manager
Number of positions that report to this role:	TBA
Delegation(s) Assigned:	TBA

PURPOSE STATEMENT:

The ANU School of Art & Design (SOA&D) has a distinctive type of education, research and training; driven by innovative studio-based education, applied and practice-led research, and professional training in combination with art history, art theory, curatorship and design. It is inclusive of material and digital practices and promotes cross-disciplinary education and partnerships to generate innovative visual arts, design and art history and curatorial practice and research. It supports scholarship at all levels – undergraduate, postgraduate coursework and postgraduate research. Current research themes include Art, Politics and Social Engagement; Asia: Innovation and Transformation; Computational Culture Lab; Materiality, Agency and Data; Nature < Culture; and traditional discipline specific enquiry. The School is focused on achieving excellence in research and teaching in accordance with its position within Australia's highly ranked university.

The SOA&D Gallery and Project Space perform a critical function within the Research School of Humanities and the Arts, the broader constituency of the ANU and the ACT community. These two public exhibition spaces are integrated facilities where an annual exhibition program is presented with related publications and associated events. The SOA&D Gallery critically frames Australian visual art and design practice, presents graduate and postgraduate work in a professional gallery context, and reflects the international profile of the School, showcasing curatorial practice and the faculty's educational programs.

The Senior Gallery Coordinator is responsible for the coordination of the gallery program, managing administration, staffing, and resources to produce high quality exhibitions and projects within educational schedules and the allocated budget framework. The Senior Gallery Coordinator liaises with senior management, contributing to wider College and University projects and initiatives, and participating in relevant committees and forums where applicable. Supervision of junior team members may be required.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

The Senior Gallery Coordinator will work under the broad direction of the Operations Manager, and liaise closely with the SOA&D Technical Services Team, the RSHA WHS Consultant and the School Manager, ensuring the effective and efficient delivery of the gallery and outreach programs. Under the auspices of the SOA&D Gallery Committee, the Senior Gallery Coordinator provides exhibition, curatorial and technical installation expertise, supporting the School's strategic education and research goals to develop the galleries programs. The position will work closely with academic and professional staff, students, the Drill Hall Gallery, ACT community arts organisations and national cultural institutions, visitors and external collaborators, maximising outreach and external partnerships.

Role Statement:

Under the broad direction of the Operations Manager, the Senior Gallery Coordinator will be expected to:

1. Manage and coordinate the SOA&D Gallery and Project Space facilities and their respective programs, including but not limited to internally developed exhibitions and displays, touring exhibitions, and event and

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experimental projects; contributing to School research projects such as symposia and conferences, as required; overseeing the maintenance of the gallery spaces; and providing installation and event support. This may occasionally require work outside of the ordinary span of hours and/or on weekends.

2. Prepare and manage the SOA&D Gallery budget in consultation with the Operations Manager and School Manager; produce and develop project management documentation including policies and procedures relating to the Gallery; monitor and report on progress to the Gallery Committee and School Management.
3. Working in conjunction with the Operations Manager and School Manager, contribute to the development of outreach strategies and coordinate the communication of education, research and associated programs of the SOA&D through digital content on the School website and social media platforms.
4. Supervise, train and mentor staff, students and volunteers to build their technical capability.
5. Maintain best practice WHS processes and procedures and make an active contribution towards WHS culture, practice and compliance.
6. Consult with internal and external stakeholders, including national and local cultural institutions and other organisations, to advocate for and build awareness of the SOA&D Gallery and Project Space program.
7. Liaise with and provide effective and expert advice to all stakeholders of the SOA&D Gallery including colleagues, students and external partners, in relation to facilities, projects and maintenance of the Gallery space.
8. Comply with all ANU policies and procedures, and in particular those relating to work health and safety, equal opportunity and respectful relationships.
9. Other duties as required, consistent with the classification of this position.

SELECTION CRITERIA:

1. Degree in an appropriate discipline, or extensive experience in the management of a gallery or similar environment, with a sound knowledge of the local and national arts and cultural, gallery and/or museum sector.
2. Demonstrated expertise in the development and delivery of exhibitions and/or visual culture projects including exhibition development, design and installation, including relevant WHS and conservation principles and practices, and end of project delivery.
3. Demonstrated knowledge of budgeting, sales and reconciliation management for a gallery, exhibitions and sale of art works.
4. High level written and oral communication skills; decision making, planning and interpersonal skills, with experience and an ability to liaise effectively with stakeholders in a culturally diverse environment.
5. 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 within a large multi-disciplinary museum/entertainment/cultural environment, meeting demanding deadlines and delivering high quality outcomes.
6. Highly developed computer skills, including using contemporary relevant office, marketing and communications tools, and catalogue production.
7. 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 Name:

Date:

References:

[Professional Staff Classification Descriptors](#)

 Australian National University	<h1>Position Description</h1>
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College/Division:	ANU College of Arts and Social Sciences
Faculty/School/Centre:	Research School of Humanities and the Arts (RSHA)
Position Title:	Technical Assistant
Classification:	ANU Officer Grade 4/5
Position No:	
Responsible to:	Operations Manager
Number of positions that report to this role:	0
Delegation(s) Assigned:	

PURPOSE STATEMENT:

The Technical Assistant provides support to teaching and research activities within the Research School of Humanities and the Arts, mainly in the School of Archaeology and Anthropology, the School of Literature, Language and Linguistics, and the Centres and Institutes that fall under these areas. This technical support includes the procurement, management, maintenance and security of equipment and the facilitation of the day to day running of the Schools laboratories, fieldwork and collections. The Technical Assistant works with the RSHA Collections Officer to maintain, conserve and store the School's large collections of artefacts, artworks and literature. The role is responsible for, and works with the College WHS Officers, to coordinate and ensure compliance with University policies and procedures and WHS activities. The role requires attention to detail, technical knowledge, problem solving skills, ability to adapt quickly, and a passion to work with world leading researchers across a range of disciplines with varied needs.

Position Dimension & Relationships:

The Technical Assistant works within RSHA Operations Team under the supervision of the Operations Manager. The Technical Assistant works closely not only with the research and teaching staff within the Schools in the RSHA, but maintains strong networks across the College of Arts and Social Sciences, and other technical staff across the university. The duties listed below provides the range of tasks that may be undertaken.

Role Statement:

Under general direction the Technical Assistant will:

1. Perform general maintenance of labs and workshops, including but not limited to waste disposal, washing, cleaning, setting up and packing down lab equipment as required.
2. Conduct general maintenance of the Schools research, teaching and field equipment ensuring it is inventoried well maintained, cleaned, secured, and stored correctly.
3. Manage loans, retrieval, and records of the Schools field, teaching and research equipment.
4. Perform general administration duties associated with the Schools labs, workshops, and storage areas, including the preparation of reports, ensuring safe working practices and WHS requirements and ensuring that compliance protocols for regulatory requirements are met.
5. Assist in the coordination of the Schools labs, workshops inventories including assisting in the preparation and/or ordering of supplies, providing cost estimates on laboratory purchases and managing the timely delivery of orders.
6. Support experimental design and implementation, undertake risk assessments, routine operations and procedures.
7. Provide support, teaching and training to students, visitors, external collaborators, professional, and academic staff in using the School's labs, workshops, and research equipment and the preparation of training materials for these spaces and equipment.

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8. Maintain networks amongst other Research School and College Technical staff on lab and facility capabilities or facilities and/or with lab and facility managers and the building maintenance staff on building and equipment maintenance issues.
9. Other duties as required, consistent with the classification of this position.
10. Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity

SELECTION CRITERIA:

1. Completion of Trade Certificate II or III, with relevant work experience, or an equivalent combination of relevant experience and/or education/training.
2. Demonstrated ability to operate and perform general maintenance of laboratory/workshop equipment, with a demonstrated ability to assist in the diagnosis and repair of equipment following established procedures.
3. A proven ability to provide technical support to laboratory users on the safe use of laboratory equipment and instrumentation, including general laboratory/workshop equipment, and a strong understanding of WHS and regulatory requirements.
4. A demonstrated ability to communicate effectively and concisely, both orally and in writing, and to work both independently with limited supervision and harmoniously in a team environment with a diverse range of people.
5. Proven information technology and organisational skills with a demonstrated ability to keep accurate records and prioritise tasks, exercising sound judgement to meet tight timelines.
6. A demonstrated general knowledge and understanding of equal opportunity principles as they relate to employment.

ANU Officer Levels 4 and 5 are broadbanded in this stream. It is expected that at the higher levels within the ANU Officer 4/5 broadband occupants will have a deeper understanding, and a more independent application, of the technical methods and procedures used, and a consequent increase in the complexity of the functions performed.

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

References:

[General Staff Classification Descriptors](#)

 Australian National University	<h1>Pre-Employment Work Environment Report</h1>
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Position Details

College/Div/Centre	College of Arts and Social Sciences	Dept/School/Section	Research School of the Humanities and the Arts
Position Title	Technical Assistant	Classification	ANU Officer 4/5 (technical)
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

<ul style="list-style-type: none"> • 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 checked="" type="checkbox"/>	<input type="checkbox"/>
lifting, manual handling	<input checked="" 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 checked="" type="checkbox"/>
catering / food preparation	<input type="checkbox"/>	<input type="checkbox"/>	noise / vibration	<input type="checkbox"/>	<input checked="" type="checkbox"/>
fieldwork & travel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	electricity	<input type="checkbox"/>	<input type="checkbox"/>
driving a vehicle	<input type="checkbox"/>	<input checked="" 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 checked="" 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:	ANU College of Arts and Social Sciences
Faculty/School/Centre:	Research School of Humanities and the Arts (RSHA)
Department/Unit:	RSHA Administration
Position Title:	Operations Manager
Classification:	ANU Officer Grade 8 (Administration)
Position No:	
Responsible to:	School Manager, RSHA
Number of positions that report to this role:	TBC
Delegation(s) Assigned:	D6

PURPOSE STATEMENT:

The Operations Manager provides high-level support to the RSHA School Manager, RSHA Executive and academic staff to ensure effective and efficient development and implementation of strategic plans, assisting with strategic projects aimed at maximising the School's performance and managing initiatives to promote strong stakeholder engagement.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

The Operations Manager supervises the RSHA operations team, being responsible for the day-to-day outreach and engagement activities of the RSHA, including: contractual and research management, research impact collections, advancement, event and media activities to staff, students, visitors and external stakeholders, working in partnership with the RSHA administrative teams, and College and Central functional teams. The Operations Manager also supports the RSHA School Manager in the management of strategic projects and provides committee support for various RSHA and/or College committees, ensuring action items are followed-up and completed.

Role Statement:

Under broad direction of the RSHA School Manager, the Operations Manager will:

1. Lead a collaborative team to deliver seamless, transparent, personalised and consistent service excellence at all points of contact to RSHA staff, students and visitors.
2. Provide high level support to the RSHA School Manager in the development, implementation and monitoring of strategic and operational initiatives and in data collection, analysis and reporting to inform discussion papers and executive briefs on key issues.
3. Provide financial management and planning support, including budgeting, monitoring expenditure and resource allocation by analysing School requirements and strategic priorities and making recommendations to the RSHA Manager on various financial aspects.
4. Provide day-to-day supervision to the RSHA operations team, including coaching, mentoring, skill and career development, feedback on performance, workload management and, where required, support the RSHA School Manager in performance management processes.

5. Provide high level advice to RSHA staff, students and visitors in relation to University and College policies and procedures, and provide high level support in the development of RSHA procedures and strategic initiatives within a framework that supports and facilitates continuous review and improvement.
6. Promote RSHA interests and linkages with the University and external agencies, and coordinate and implement appropriate research management and research impact strategies, and marketing and communication strategies including the development of web content, contributions to the annual report and outreach materials.
7. Develop a close working relationship with the College Administration Group to achieve efficiencies and streamlining of procedures, and represent RSHA on College-wide committees as required.
8. Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity.

See the [classification descriptors for professional staff](#)¹ and [minimum standards for academic staff](#)²

SELECTION CRITERIA:

1. Progress towards relevant postgraduate qualifications and demonstrated extensive experience in a complex administrative environment. Professional training will be highly regarded, as will experience in higher education.
2. Proven ability to provide strategic advice to support senior management and experience in managing the implementation of policies, procedures and strategic initiatives, including the relevant reporting on such initiatives.
3. Demonstrated analytical, problem-solving and decision-making skills and experience in retrieving and analysing data from multiple sources.
4. Demonstrated supervisory experience, with an ability to coach and mentor staff, to prioritise workloads and to coordinate an administrative team in the efficient delivery of projects.
5. High level of interpersonal and liaison skills with demonstrated effective communication skills and experience drafting executive reports and briefs.
6. Demonstrated computer skills with experience using online data management platforms and proficiency using the MSOffice suite. High-level skills in Excel and experience using Visio for complex business diagrams will be highly regarded.
7. A demonstrated high-level of understanding of equal opportunity principles and occupational health and safety and a commitment to their application in a university context.

Supervisor/Delegate Name:

Date:

References:

[Professional Staff Classification Descriptors](#)

[Academic Minimum Standards](#)

¹[Schedule 5 - Professional staff classification descriptors - Human Resources - ANU](#)

²[Schedule 4 – Minimum standards for academic staff - Human Resources - ANU](#)



Position Description

College/Division:	ANU College of Arts and Social Sciences (CASS)
Faculty/School/Centre:	Research School of Humanities and the Arts
Department/Unit:	RSHA Administration
Position Title:	School Manager, Research School of Humanities and the Arts (RSHA)
Classification:	Senior Manager 1 (Administration)
Position number:	
Responsible to:	RSHA Director
Number of positions that report to this role:	TBC
Delegations assigned:	D5

PURPOSE STATEMENT

The School Manager provides high-level advice and executive support to the RSHA Executive. The School Manager is responsible for the development and implementation of strategic plans, maximising the Research School's performance in terms of staff and students and supporting the leadership of the College General Manager in establishing a common College culture and approach to administration.

KEY ACCOUNTABILITY AREAS

Position Dimension & Relationships:

The School Manager leads and manages the RSHA administration team, being responsible for the provision of strategic advice and the management of all administrative related processes including: general and student administration and human resources and financial support to staff, students and visitors of the Research School and all outreach and stakeholder activities, working in partnership with colleagues in College functional areas. The School Manager is a member of the College Senior Administrative Network and supports the leadership of the College General Manager to ensure consistent direction and practices in administration across the College.

Role Statement:

Under broad direction, the School Manager will:

1. Provide strategic support to the RSHA Director, playing a key role on the RSHA Executive Committee, including the development, implementation and monitoring of strategic and operational plans and data collection, analysis and reporting, producing strategic reports and briefing papers on key issues and leading local consultation processes, where needed.
2. Work closely with the College Finance team on financial management and planning including: budgeting, monitoring expenditure and resource allocation by analysing RSHA requirements and strategic priorities.

3. Lead and manage the RSHA administrative team, including coaching, mentoring, skill and career development, feedback on performance and performance management, where required.
4. Provide strategic direction and advice to RSHA staff and students on a range of University and College policies and procedures, and develop RSHA procedures within a framework that supports and facilitates continuous review and improvement.
5. Play a leadership role in identifying and realising new development and promotional opportunities to support the Schools' strategic objectives and promote the interests of RSHA and linkages with the University and external agencies, working closely with the College Marketing team to develop and implement appropriate promotional strategies, including on new media.
6. Play a key role in College-wide planning, policies and activities to achieve efficiencies and streamlining of procedures, and represent RSHA on College-wide committees as required. Maximise opportunities for external funding for the School and manage the research outcome data collection, in liaison with the College Research Office.
7. Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity.
8. Perform other duties as requested, consistent with the classification level of the position and in line with the principle of multi-skilling.

SELECTION CRITERIA

1. Relevant postgraduate qualifications and demonstrated extensive management experience and expertise in a complex administrative environment or an equivalent combination of relevant experience and qualifications. Professional training will be highly regarded, as will experience in an education environment.
2. Proven extensive experience providing strategic advice to senior management, including drafting and implementing policies, procedures and strategic plans and reporting on strategic initiatives.
3. Demonstrated high level analytical, problem-solving and decision-making skills and experience retrieving and analysing data from multiple sources, assessing and/or forecasting the impact of various initiatives.
4. Demonstrated people management experience, with an ability to coach and mentor staff, to prioritise workloads and to lead the team to deliver on challenging objectives timely and on budgets.
5. High level of interpersonal, liaison and negotiation skills with demonstrated effective communication skills and experience producing executive reports and briefs and leading consultation processes on complex, cross-departmental issues.
6. Demonstrated computer skills with experience using online data management platforms and proficiency using the MSOffice suite, including high-level skills in Excel and experience using Visio for complex business diagrams.
7. A demonstrated high-level of understanding of equal opportunity principles and occupational health and safety in the workplace and a commitment to the application of these principles in a university context.

Supervisor/Delegate Name:

Date:

References:

[Professional Staff Classification Descriptors](#)
[Academic Minimum Standards](#)

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