



Position Description

College/Division:	Campus Environment
Faculty/School/Centre:	
Department/Unit:	Environmental Sustainability
Position Title:	Engagement Manager, Environmental Sustainability
Classification:	ANU Officer 8 (Administration)
Position No:	36046
Responsible to:	Change Manager
Number of positions that report to this role:	0
Delegation(s) Assigned:	D8

PURPOSE STATEMENT:

The purpose of Campus Environment is to enable world-class, safe, sustainable and inclusive campus environments through innovative operational excellence and a culture of unity that upholds the ANU founding mission of enduring significance.

We uphold our values of Unity, Integrity, Tenacity, Excellence and Customer Service in all of our activities.

Campus Environment maintains and enhances the University's physical environment, creating and maintaining sustainable state-of-the-art facilities, landscape and infrastructure in several locations across Australia. The Division's remit is wide-ranging, including the management of major construction projects and engineering services, the provision of security and cleaning services, commercial leasing, venues and accommodation, safety and compliance, and environmental sustainability.

Located within the Environmental Sustainability (ES) team within the Corporate, Planning & Strategy Portfolio, the Engagement Manager contributes to creating a sustainability-informed, -engaged and -supportive community to enable delivery of outcomes that meet Divisional objectives and University requirements.

This requires developing opportunities to integrate Environmental Sustainability initiatives with University operations, research and teaching, facilitating and encouraging significant behavioural change at an institutional and individual level and promoting the ES initiatives to a broad range of external stakeholders.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

The Engagement Manager works under broad direction with a degree of autonomy, reporting to the Change Manager, working closely with the ES team, leadership team and colleagues throughout Campus Environment and ANU to plan and implement successful engagement and communications initiatives that support Portfolio objectives and targets.

The Engagement Manager plays a key role in planning and managing the portfolio's engagement activities, including integration with teaching, internships and guest lectures, establishing and supporting community engagement programs, and developing ES related communications.

Capabilities, Values and behaviours:

All Campus Environment staff understand and acknowledge the Mission of the Division and uphold the values of Unity, Integrity, Tenacity, Excellence and Customer Service, enabling a world-class, safe, sustainable and inclusive campus environment in all aspects of their work, including purposeful management of relationships with internal and external stakeholders.

This position, as a staff member within Campus Environment is required to be accountable and responsible for their work, to demonstrate dependability and to treat everyone with courtesy, respect, empathy, and kindness. They celebrate successes, are comfortable in both giving and receiving feedback and work together to share ideas and resources across Campus Environment and the wider University.

Role Statement:

Under broad direction, the Engagement Manager will:

1. Manage, implement and evaluate an effective and innovative communications, outreach and engagement strategy for Environmental Sustainability in consultation with the Change Manager and Associate Director, the ANU Brand and Communications and other relevant stakeholders.
2. Take a lead role in communicating the ANU environmental sustainability roadmap and outcomes to internal, wider national and global audiences, developing engaging print and digital narratives for internal communications, media relations, social media, events and digital communications.
3. Provide high-level strategic and operational advice to the Environmental Sustainability team regarding, communications, engagement, outreach strategies and integration with research and teaching,
4. Manage engagement with academic staff across ANU to develop and incorporate environmental sustainability projects into teaching and link academic expertise with operational practice, including facilitating hands-on learning opportunities for students through project-based work and internships.
5. Build partnerships with other universities and organisations who are undertaking environmental sustainability activities aligned with ANU goals and share the learnings.
6. Collaborate with Reporting Manager on editorial content development for all reporting needs, including but not limited to annual reporting.
7. Develop and maintain strong channels of communication with stakeholders (ANU and the broader community)
8. Comply with all ANU policies and procedures, particularly those relating to work health and safety and equal opportunity.
9. Perform other duties as requested, consistent with the classification of the position and in line with the principle of multi-skilling and professional development.
10. Apply environmental sustainability principles in your work including energy, space and water efficiency, reducing greenhouse gas emissions and waste, climate adaptation, recycling, enhancing biodiversity and ensuring building works incorporate sustainable design principles.

SELECTION CRITERIA:

1. Progress towards postgraduate qualifications, with extensive relevant experience in community engagement and communications. Qualifications or experience in environmental sustainability communications including climate change, circular economy and /or biodiversity would be highly regarded. We encourage applications from candidates with transferable skills and experience, for example with a background in change management or communications management,
2. Demonstrated experience in the development and implementation of communications, outreach and stakeholder engagement plans and strategies, and an understanding of their context in a university or similarly complex environment.
3. Demonstrated experience building collaborative relationships, including with academic staff (or subject-matter experts) to develop research or educational projects.
4. Excellent oral and written communication skills, with an emphasis on communicating complex concepts clearly and concisely as well as a demonstrated ability to effectively present ideas and materials and disseminate information to a broad range of audiences and stakeholders, both orally and in writing.
5. Demonstrated high levels of interpersonal, consultation and negotiation skills, including the ability to build and maintain effective relationships across all levels of an organisation and to build and maintain strong internal and external stakeholder relationships.
6. Demonstrated experience in the planning, production and delivery of high-quality material for print and digital channels. Experience using innovative technologies and developing multimedia content and social media management would be highly regarded.
7. Ability to maintain a flexible, collaborative and proactive approach to tasks within a busy work environment, including establishing clear work priorities and meeting multiple tight deadlines with high quality, accurate results.
8. A demonstrated high level of understanding of equal opportunity principles and a commitment to the application of EO policies in a university context.

Employment in this position is conditional on satisfactory results in accordance with the [Background Checking Procedure](#) which sets out the types of checks required by each type of position. All appointments are required to make relevant declarations to comply with the [National Higher Education Code to Prevent and Respond to Gender-Based Violence](#).

Supervisor/Delegate Name:		Date:	
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References:
Professional Staff Classification Descriptors
Minimum Standards for Academic Levels (MSAL)



Pre-Employment Work Environment Report

Position Details

College/Div/Centre	Campus Environment	Dept/School/Section	Environmental Sustainability
Position Title	Engagement Manager, Environmental Sustainability	Classification	ANUO 8 (Admin)
Position No.	36046	Reference No.	563934

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

- This form is used to advise potential applicants of work environment and health and safety hazards prior to application.
- This form must be completed by the supervisor of the position. Without this form jobs cannot be advertised.
- Once an applicant has been selected for the position they must familiarise themselves with the University [WHS Management System Handbook](#).
- The hazards identified below are of generic nature in relation to the position. It is not correlated directly to training required for the specific staff to be engaged. Identification of individual WHS training needs must be in accordance with WHS Local Training Plan and through the WHS induction programs and Performance Development Review Process.
- Information regarding reasonable workplace adjustments that may be required to enable an individual to fulfil the inherent requirements of their position is available at [2024_ANU Inherent Requirements Reference Table.pdf](#)

Potential Hazards

Please indicate whether the duties associated with appointment will result in exposure to any of the following potential hazards, either as a **regular** or **occasional** part of the duties.

TASK	regular	occasional	TASK	regular	occasional
key boarding	☒	☐	laboratory work	☐	☐
lifting, manual handling	☐	☒	work at heights	☐	☐
repetitive manual tasks	☐	☒	work in confined spaces	☐	☐
organizing events	☐	☒	noise / vibration	☐	☐
fieldwork & travel	☐	☒	electricity	☐	☐
driving a vehicle	☐	☒			
NON-IONIZING RADIATION			IONIZING RADIATION		
solar	☐	☐	gamma, x-rays	☐	☐
ultraviolet	☐	☐	beta particles	☐	☐
infra red	☐	☐	nuclear particles	☐	☐
laser	☐	☐			
radio frequency	☐	☐			
CHEMICALS			BIOLOGICAL MATERIALS		
hazardous substances	☐	☐	microbiological materials	☐	☐
allergens	☐	☐	potential biological allergens	☐	☐
cytotoxics	☐	☐	laboratory animals or insects	☐	☐
mutagens/teratogens/ carcinogens	☐	☐	clinical specimens, including blood	☐	☐
pesticides / herbicides	☐	☐	genetically-manipulated specimens	☐	☐
			immunisations	☐	☐

[PSYCHOSOCIAL HAZARDS](#) (please specify):

OTHER POTENTIAL HAZARDS (please specify):