



## Position Description

|                                                      |                                   |
|------------------------------------------------------|-----------------------------------|
| <b>College/Division:</b>                             | College of Science and Medicine   |
| <b>Faculty/School/Centre:</b>                        | School of Medicine and Psychology |
| <b>Department/Unit:</b>                              | Accredited Program Support Unit   |
| <b>Position Title:</b>                               | Admissions Officer                |
| <b>Classification:</b>                               | ANU Officer 5 (Administration)    |
| <b>Position No:</b>                                  | 18571                             |
| <b>Responsible to:</b>                               | Admissions Coordinator            |
| <b>Number of positions that report to this role:</b> | 0                                 |
| <b>Delegation(s) Assigned:</b>                       | Nil                               |

### PURPOSE STATEMENT:

ANU has an international reputation for research and education relevant to the health and well-being of the population of Australia, as well as that of the developing world. This is achieved through discovery research, applied research in health service settings, research-led teaching in health and medical sciences, and the translation of research findings into practice and policy. The ANU College of Science and Medicine works to deliver world-class research and education across the spectrum of medicine and health-related fields, working in partnership with the health sector at local, national and international levels.

The ANU School of Medicine and Psychology (SMP) works to advance human health and wellbeing, enhancing the lives of individuals and strengthening communities, including those of Aboriginal and Torres Strait peoples, in the ACT, NSW and beyond. By integrating the disciplines of medicine and psychology we aim to unlock the secrets of health and wellbeing, develop impactful therapies, solve national and international health problems, and lead impactful social change. To do this we conduct collaborative, courageous, transformational and translational research, integrating perspectives, knowledge and techniques from multiple disciplines. We develop excellent, adaptable, resilient and innovative clinicians, academics and health care leaders of the future who work in partnership with their patients and colleagues to provide optimal care for individuals while strengthening the stem and society they work in. We partner with discovery-focused and population researchers, healthcare providers, government, commercial and not for profit organisations and communities.

The Student Administration Unit provides administrative support for the school across multiple programs. The Student Administration Unit plays a central role in ensuring integrity of the administrative processes and provides academic leadership and administrative support for staff engaged in teaching and for the students enrolled in our programs

### KEY ACCOUNTABILITY AREAS:

#### Position Dimension & Relationships:

The Admissions Support Officer works under the general direction of the Admissions Support Coordinator and is based on the ANU Acton Campus while working occasionally from the Canberra Hospital. The Admissions Support Officer is part of the Accredited Program Support Unit of the College of Science and Medicine and support the accredited programs delivered by the School of Medicine and Psychology. The Admissions Support Officer is accountable for ensuring that admissions policies and procedures are applied consistently with accuracy; communication and processes are undertaken in a timely manner; and high standard of professionalism is maintained.

#### Role Statement:

Under broad direction, the Admissions Support Officer will

- Assist with the coursework admissions and enrolments processes within the School of Medicine and Psychology, primarily for accredited programs with specialist admissions criteria. This includes all domestic and international applications, pathway programs, pathway agreements and Scholarships.

- Ensure compliance with relevant legislation and legal obligations relating to admissions into health programs and ANU policies and procedures for domestic and international students.
- Provide high - level analysis and support to the Admissions Support Coordinator and a range of key stakeholders on admissions and enrolments to assist with decision - making and achievement of identified performance outcomes.
- Engage and contribute to the improvement of student related practices and processes, through continuous process improvement and best practice customer service to improve the student experience
- Actively contribute to student recruitment and engagement events and activities to promote the teaching, research and engagement of the School and University.
- Support t a service improvement culture , working collaboratively to consult and gather information, identify solutions and undertake
- Undertake other duties as required from time to time consistent with the classification level of the position.
- Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity

### SELECTION CRITERIA:

1. Relevant qualification and demonstrated experience in an administrative role i n a complex environment or an equivalent combination of relevant experience and education / training.
2. Sound knowledge of administrative practices, including the ability to i nterpret and apply policies, procedures and legislative requirements .
3. Demonstrated high level customer service and effective communication skills with an ability to consult and liaise effectively with a wide range of stakeholders in a culturally diverse environment whilst maintaining a high level of professionalism and confidentiality.
4. 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.
5. Demonstrated experience using a large enterprise system including the ability to generate complex reports and demonstrated skills using the Microsoft Office suite, in particular Excel.
6. Demonstrated high level of understanding of equal opportunity principles and occupational health and safety i n the work place and a commitment to the application of these principles 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:**

### References:

[Professional Staff Classification Descriptors](#)



## Pre-Employment Work Environment Report

### Position Details

|                    |                    |                     |               |
|--------------------|--------------------|---------------------|---------------|
| College/Div/Centre | CoSM               | Dept/School/Section | SMP           |
| Position Title     | Admissions Officer | Classification      | ANU Officer 5 |
| Position No.       | 18571              | Reference No.       |               |

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

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

### Potential Hazards

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

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

**PSYCHOSOCIAL HAZARDS** (please specify):

**OTHER POTENTIAL HAZARDS** (please specify):