Australian National University

Position Description

College/Division:	ANU College of Law Governance and Policy
Faculty/School/Centre:	Crawford School of Public Policy
Department/Unit:	Pacific Security College
Position Title:	MEL and Operations Manager
Classification:	ANU Officer 8 (Administration)
Position No:	41176
Responsible to:	Business Manager
Number of positions that report to this role:	1
Delegation(s) Assigned:	D6

PURPOSE STATEMENT:

The Pacific Security College (the College), situated within the ANU College of Law, Governance and Public Policy, is an innovative partnership between ANU and the Australian Government. Established to respond to the priorities articulated in the Pacific Islands Forum's Boe Declaration on Regional Security and the 2050 Strategy for the Blue Pacific Continent, the College serves as a hub for collaboration, knowledge exchange and capacity building across the region.

The College works with Pacific governments, regional organisations, civil society and academic partners to strengthen collective approaches to security challenges. Its mandate spans the broad concept of security endorsed by Pacific leaders, including climate change, human security, environmental and resource security, transnational crime, cybersecurity and geostrategic dynamics. Through research, training and policy engagement, the College fosters regional collaboration and supports national governments in strengthening their security institutions and strategies.

The Operations and Monitoring, Evaluation and Learning (MEL) Manager leads the College's operational, administration, and monitoring and evaluation functions to support effective program delivery. The role oversees budgeting, procurement, contracting, risk management, reporting and performance monitoring, working closely with the College staff, ANU teams, DFAT and Pacific partners. The position ensures that activities are delivered efficiently, comply with relevant requirements and generate reliable evidence to inform decision-making, continuous improvement and reporting on program outcomes.

KEY ACCOUNTABILITY AREAS:
Position Dimension & Relationships:

The MEL and Operations Manager reports to the Business Manager and is responsible for overseeing the College's day-to-day operational, administrative and monitoring, evaluation and learning functions. This includes coordinating general administration, human resources, finance, procurement, reporting and support for staff, students and visitors, in collaboration with the College's functional teams.

The position supports the Business Manager in the delivery of strategic and operational projects and contributes to the development and implementation of the College's MEL framework. It coordinates the collection, analysis and reporting of performance data, supports program monitoring and evaluation and helps ensure that evidence and lessons learned inform planning, decision-making and continuous improvement.

The MEL and Operations Manager works closely with College staff and liaises with students, visitors, partners, service providers and colleagues across the University, including central service areas. The role requires sound judgement, initiative and the ability to manage competing priorities in a fast-paced and internationally focused environment.

Role Statement:

In their role as MEL and Operations Manager, the appointee will be expected to:

- Manage the development, implementation and ongoing review of the College's Monitoring, Evaluation and Learning (MEL) framework.
- Manage the development, implementation and regular review of the College's Operations Manual and Risk Register.
- Manage the College's administrative processes, including room bookings and travel arrangements for staff, visitors and contractors.
- Manage supplier contracts, including monitoring performance, coordinating payments and ensuring compliance with contractual requirements and ANU procurement policies.
- Provide high-level advice to staff on University and College policies and procedures.
- Coordinate projects to improve administrative processes, including mapping workflows and consulting with relevant stakeholders, to achieve agreed outcomes on time and within budget.
- Work closely with the College's administrative team to improve efficiency and streamline procedures, and represent the College on relevant committees as required.
- Support and, where required, lead the planning and delivery of major College events.
- Comply with all ANU policies and procedures, particularly those relating to work health and safety and equal opportunity;
- Perform other duties as requested, consistent with the classification level of the position and in line with the principle of multi-skilling.
- Be able to travel to the Pacific.

SELECTION CRITERIA:

1. Qualifications or progress towards relevant qualifications and demonstrated extensive experience in a complex environment or an equivalent combination of extensive relevant experience and education/training. Experience in higher education or development projects is desirable.
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. Excellent judgment, and 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

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:	Dr Sanva Saephan	**Date:**	August 2026

References:

Professional Staff Classification Descriptors
Minimum Standards for Academic Levels (MSAL)

Australian National University

Pre-Employment Work Environment Report

Position Details

College/Div/Centre	ANU College of Law, Governance and Policy	**Dept/School/Section**	Pacific Security College
Position Title	MEL and Operations Manager	**Classification**	ANU 8 Officer (Administration)
Position No.	41176	**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	☒	☐	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):