



Australian
National
University

Position Description

College/Division:	Human Resources Division
Faculty/School/Centre:	
Department/Unit:	Culture and Development
Position Title:	SAGE Project Manager
Classification:	ANUO8 (Administration)
Position No:	
Responsible to:	Manager, Culture and Development or Director – Human Resources
Number of positions that report to this role:	1
Delegation(s) Assigned:	

PURPOSE STATEMENT:

The University is participating in the national pilot of Science and Gender Equity (SAGE) Athena Swan Initiative. This initiative aims to improve gender equity in Australian science research organisations by supporting hiring, promotion, participation and retention of women in science, engineering, technology, mathematics and medicine; by encouraging them to engage in an incentive-based performance evaluation and quality improvement processes.

The Project Manager is responsible for the successful management and implementation the SAGE pilot program within ANU, and is accountable for extensive data collection activities required to achieve accreditation to the Athena Swan Charter in Australia.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

Under the broad direction of the Manager, Culture and Development, the SAGE Project Manager oversees the implementation and operationalisation of the SAGE Athena Swan Pilot program, including managing and contributing to the extensive data collection activities required for accreditation, and supporting the efforts of the University Self-Assessment team.

This position leads a small dynamic team and, as the institutional contact for the SAGE Athena Swan Pilot, engages extensively with a variety of senior internal and external stakeholder, and is the primary point of contact for ANU Executive and members of the University SAGE Self –Assessment team.

Role Statement:

1. Provide high level contribution to, and coordinate the efforts of, the University SAGE self-assessment team, including collecting, collating and reporting on existing data, and facilitating the collection of all other necessary data required for submission.
2. Manage the day to day delivery of the SAGE Athena Swan pilot program and award application process, including undertaking extensive data collection activities, attending information workshops, and acting as the University contact for all operational aspects of the Pilot.
3. Develop, deliver and monitor key project management artefacts such as plans, risk and issues registers, engagement strategies and communication plans. Ensure all documentation complies with the University Project Management Framework.
4. Work with appropriate ANU business units to collect business requirements and review, design and develop reports, metrics and data sets required to meet the needs of the SAGE submission.
5. Actively promote the SAGE Athena Swan pilot, including maintaining an appropriate web presence, and ensuring the program is a standing agenda item with the senior executive group.
6. Develop and implement effective strategies, and undertake an exhaustive review of the existing policy and procedure framework across the University, with the view of supporting the accreditation process and the ongoing implementation and administration of the SAGE project.

7. Develop and maintain a high-level and in-depth understanding to the SAGE Athena Swan pilot, and be able to provide expert advice to senior ANU stakeholders and appropriate information to the broader ANU community.
8. Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity

SELECTION CRITERIA:

1. Progress towards postgraduate qualifications and relevant experience or an equivalent combination of experience and education/training. Accreditation in project management will be highly regarded.
2. Demonstrated understanding of gender equity issues and policies, and a sound understanding of equity issues within the context of a research institution.
3. Proven experience managing and delivering large scale projects, including the ability to create, deliver and monitor effective project management artefacts, and achieve high quality outcomes within budget.
4. Demonstrated ability to undertake complex quantitative and qualitative data acquisition, manipulation and analysis activities.
5. High level interpersonal, negotiation and communication skills, including the ability to produce high quality reports and documents, and liaise effectively with a diverse group of internal and external stakeholders.
6. Highly developed problem solving and organisational skills with an ability to meet priorities, competing deadlines and use of sound judgement in decision making.
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 Signature:		Date:	
Printed Name:		Uni ID:	

References:

[Professional Staff Classification Descriptors](#)

[Academic Minimum Standards](#)