



Position Description

College/Division:	Human Resources Division
Faculty/School/Centre:	
Department/Unit:	Culture and Development
Position Title:	SAGE Project Officer
Classification:	ANUO6/7 (Administration)
Position No:	
Responsible to:	SAGE Project Manager
Number of positions that report to this role:	0
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 Officer is responsible for providing high level support to the SAGE pilot program within ANU, including coordinating and contributing to the an extensive data collection and policy framework review required to achieve accreditation to the Athena Swan Charter in Australia.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

Under the broad direction of the SAGE Project Manager, the SAGE Project Officer will coordinate and support the implementation and operationalisation of the SAGE Athena Swan Pilot program. This position will engage with a variety of internal and external stakeholders, including the ANU SAGE self-assessment team, SAGE Pilot representatives from other institutions, and Australian Academic of Science representatives.

Role Statement:

1. Provide high level support to the University SAGE self-assessment team to coordinate and complete the SAGE Athena Swan submission. Including assisting with extensive data collection requirements, policy and procedure reviews, and the provision of secretariat services to the self-assessment team.
2. Act as the first point of contact for all SAGE pilot stakeholder enquiries, providing timely and relevant support and advice, and escalating issues as needed.
3. Collect, collate and report on data from a variety of sources to inform for the successful SAGE award submission.
4. Contribute to the development and implementation of strategies, policies and procedures necessary to support the implementation and ongoing administration of the SAGE pilot.
5. Track and monitor progress of project milestones in accordance with agreement project management artefacts. Update and project management status reports.
6. Coordinate stakeholder engagement activities, including staff consultation activities, maintaining an appropriate web presence, and the production of appropriate, targeted communications.
7. Develop and maintain an understanding of the SAGE Athena Swan pilot, and be able to provide appropriate advice to ANU stakeholders.
8. Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity

SELECTION CRITERIA:

1. Degree with relevant experience or an equivalent combination of extensive relevant experience and education/training.
2. Proven experiencing providing high level support to large scale projects, including the ability to undertake effective project monitoring and reporting activities.
3. Demonstrated ability to undertake complex quantitative and qualitative data acquisition, manipulation and analysis activities.
4. 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.
5. Highly developed problem solving and organisational skills with an ability to meet priorities, competing deadlines and use of sound judgement in decision making.
6. 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:

[General Staff Classification Descriptors](#)

[Academic Minimum Standards](#)

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

¹[Schedule 4 - Human Resources - ANU](#)