



Australian
National
University

Executive Officer

Job no: 539264

Work type: Continuing

Location: Canberra / ACT

Categories: Professional

Salary package: \$113,421- \$118,839 per annum plus 17% superannuation

Position overview

- Are you an experienced advocate for Indigenous Australia, who is passionate about the power of Indigenous-led policy, research and education?
- Do you want to be part of a supportive and rapidly growing team that contributes to the advancement of First Nations Peoples?
- Are you a strong communicator with a proven ability to build long lasting relationships?
- Can you deliver outcomes within a complex, dynamic stakeholder environment?

Our vision is for ANU to be a world leader in First Nations research and education, and for this work to drive growth in democratic participation, societal equity and economic opportunity for Indigenous Australians.

We need an experienced and high-performing Executive Officer to work collaboratively with our new Vice-President (First Nations), Yawuru man, Professor Peter Yu in building this vision of the ANU.

We strongly encourage and support applications from Indigenous Australians for this role.

You will be proactive and collaborative in providing high-level support to Professor Yu, undertaking research, writing reports, and preparing speeches, as you work to build warm, productive relationships with stakeholders both inside and outside the ANU.

Your role is part of the new First Nations Portfolio, where you will be engaged and empowered in strategic planning, preparing high profile presentations and documents, and managing significant projects. You will collaborate with internal and external stakeholders, including government agencies and other relevant bodies and will be responsible for contributing to our mission of integrating Indigenous equity into everything we do.

We support continuous learning and professional development, and will provide mentoring and support to those candidates wanting to adapt their existing administrative and/or management experience and strategic communications skills to the exciting world of higher education.

Candidate Enquiries: Margaret Murphy, Chief Operating Officer, First Nations Portfolio E: Margaret.Murphy@anu.edu.au T: (02) 6125 8416.

ANU values diversity and inclusion and is committed to providing equal employment opportunities to those of all backgrounds and identities. For more information about staff equity at ANU, visit <https://services.anu.edu.au/human-resources/respect-inclusion>

Application information

In order to apply for this role please make sure that you upload the following documents:

- A two (2) page statement (maximum) addressing the selection criteria; and
- A current curriculum vitae (CV)

As part of the selection process, shortlisted candidates will be required to participate in a work skills test in conjunction with a face-to-face interview.

Applications which do not address the selection criteria may not be considered for the position.

Please note: The successful applicant must have rights to live and work in this country.

Applications close: 23 Feb 2021 11:55:00 PM AUS Eastern

WEB LINK