

Position description

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| Position title: | Senior HDR Officer, Research Training and Development |
| Institute/School/Centre/ Directorate/VCO: | Graduate Research School |
| Campus: | Mt Helen Campus. Travel between campuses may be required. |
| Classification: | Within the HEW Level 6 range |
| Time fraction: | Full-time |
| Employment mode: | Continuing employment |
| Probation period: | This appointment is offered subject to the successful completion of a probationary period. |
| Further information from: | Rebekah Bailey, Manager, Graduate Research Telephone: (03) 5327 9059 Email: r.bailey@federation.edu.au |
| Recruitment number: | JR100015 |

Position summary

The Graduate Research School provides candidature management, skills development, and academic support to HDR students across all campuses through the HDR Team, the Skills Development team and the Higher Degrees by Research Coordinators.

The Senior HDR Officer, Research Training is responsible for providing efficient and effective administration coordination of the all research and researcher development programs and events across the Graduate Research School to build graduate researcher and supervision capability. The role is responsible for providing operational support for the Skills for Supervisors and HDR Skills Development Program across the organisation. The Senior HDR Officer, Research Training will work with a wide range of internal and external stakeholders to undertake a diverse range of tasks in a complex working environment, managing competing priorities and deadlines, and using initiative and sound judgement.

The Senior HDR Officer, Research Training reports to the Manager, Graduate Research and works closely with the Graduate Research School Coordinator, Deputy Dean, Graduate Research, Dean, Graduate Research and Higher Degree by Research Coordinators. The position will contribute to the effective and efficient operation of the Graduate Research School by working as part of the HDR Team and coordinating the facilitation of research training and supervision activity.

Portfolio

The Graduate Research School (GRS) sits in the Research and Innovation Portfolio and is responsible for the admission, management, training and academic oversight of all HDR students at the University. The GRS is also responsible for ensuring that standards and practices relating to HDR supervision and research training activity are compliant with government requirements and that HDR students have appropriate access to resources to facilitate

completion of their research projects. The GRS provides supervisor training and support and promotes excellence in supervision practices. The GRS has a role in managing scholarships and in assisting students and supervisors to establish relevant connections with industry. The GRS is committed to improving the experience of all HDR students throughout their enrolment at Federation University through a range of improvement activities and services.

Background

At Federation University, we are driven to make a real difference to the lives of every student, and to the communities we serve.

We are one of Australia's oldest universities, known today for our modern approach to teaching and learning. For 150 years, we have been reaching out to new communities, steadily building a generation of independent thinkers united in the knowledge that they are greater together.

Across our University and TAFE campuses in Ballarat, Berwick, Gippsland, and the Wimmera, we deliver world-class education and facilities. With the largest network of campuses across Victoria, we are uniquely positioned to provide pathways from vocational education and skills training at Federation TAFE through to higher education.

To be successful at Federation University you must be willing to enthusiastically embrace the University's ambition as expressed in the 2021–2025 University Strategic Plan and share the University's values of:

INCLUSION, we celebrate our diversity, particularly valuing Aboriginal and Torres Strait Islander cultural heritage, knowledge and perspectives.

INNOVATION, we are agile and responsive to emerging opportunities.

EXCELLENCE, we act with integrity and take responsibility for achieving high standards.

EMPOWERMENT, we create a supportive environment to take informed risks in pursuit of success.

COLLABORATION, we establish genuine partnerships built on shared goals.

Key responsibilities

1. Work in partnerships with the Graduate Research School Coordinator and contribute to the planning, promotion and delivery of the HDR Skills Development Program, from event planning to the collation of feedback for each session.
2. Coordinate the successful delivery of the annual HDR Research Conference including developing and overseeing the conference budget, internal promotion, and marketing, overseeing logistics surrounding venues, catering, programs, audio-visual requirements amongst others.
3. Coordinate and administer supervisor training, including but not limited to the Supervisor Development Program and relevant modules of the Epigeum on-line training and development program. Ensure enrolments and training completions are recorded in databases for future reporting.
4. Coordinate the annual Student Experience of Postgraduate Programs (SEPP) survey and provide summaries of the returned data to the Dean of Graduate Studies.
5. Coordinate and maintain an annual research training and supervisor professional development calendar by working closely with internal and external stakeholders both within and external to FedUni. Communicate the calendar of research training and development information, events and sessions across the University.
6. Build and foster strong and effective professional networks with general, academic and senior staff in order to effectively deliver the best interests of HDR students. Liaise, consult, influence and negotiate with a wide range of stakeholders on behalf of students, acknowledging and maintaining the sensitivities of complex student issues.
7. Provide and apply comprehensive knowledge of relevant compliance requirements, University legislation, policies and procedures and how they impact on supervisory activity, HDR candidature management, progression and retention.
8. Review, analyse (identifying key themes), evaluate and report on data regarding research training activity and supervisor activity.
9. Draft a range of business documents and correspondence including servicing committees by taking minutes,

preparing agendas and reports.

10. Reflect and embed the University's strategic plan, and operational purpose, priorities, and goals.
11. Undertaking the responsibilities of the position adhering to:
 - the Staff Code of Conduct, Child Safe Code of Conduct, and Conflict of Interest Policy and Procedure;
 - Equal Opportunity and anti-discrimination legislation and requirements;
 - the requirements for the inclusion of people with disabilities in work and study;
 - Occupational Health and Safety (OHS) legislation and requirements; and
 - Public Records Office of Victoria (PROV) legislation.

Level of supervision and responsibility

The Senior HDR Officer, Research Training receives general direction from the Manager, Graduate Research. The incumbent will display initiative and generate innovative solutions to ensure the effective coordination of multiple tasks with competing timelines and priorities to achieve the desired outcomes.

The Senior HDR Officer, Research Training will contribute to a culture of continuous improvement and responsive customer service within the Research and Innovation portfolio and is expected to work with other portfolio staff on the success, development and implementation of processes, policies and procedures.

The position is expected to provide specialist advice and guidance to HDR students and University staff with discretion and recommend creative solutions with reference to existing policies, procedures and processes. The position is expected to identify areas for further improvement and to develop, implement and test new processes or, identify and adapt current practices to improve efficiency.

Position and organisational relationships

The Senior HDR Officer, Research Training reports to the Manager, Graduate Research but works closely with the Graduate Research School Coordinator, and Dean, Graduate Research. Senior HDR Officer, Research Training will work as part of the team of academic and administrative staff across the Graduate Research School.

Key selection criteria

Applicants must demonstrate they are able to undertake the inherent responsibilities of the position as contained in the position description and are able to meet the following key selection criteria:

Training and qualifications

1. Completion of:
 - a degree with subsequent relevant experience; or
 - extensive experience and specialist expertise or broad knowledge in administrative fields; or
 - an equivalent combination of relevant experience and/or education/training.

Experience, knowledge and attributes

2. Demonstrated success in events management including organisation of events across multiple sites and reporting outcomes of those events.
3. Demonstrated ability to provide high level administration and operational support to candidature management, research training and graduate researcher development activities across a large organisation at multiple sites.
4. Demonstrated experience in developing and monitoring budgets and related expenditure.
5. Demonstrated ability to manage multiple tasks, and problem solve, sound time management skills including the ability to prioritise competing work demands and meet strict deadlines.
6. Demonstrated skills in accurately drafting a range of business documents and correspondence including servicing committees by taking minutes, preparing agendas and reports.
7. A strong orientation to providing outstanding customer service including excellent written and verbal

communication skills.

8. Demonstrated ability to assimilate, analyse and interpret a complex body of knowledge - such as organizational and government policy and legislation - including the ability to pay attention to detail, identify relevant information and investigate further where required.
9. Demonstrated alignment with the University's commitment to child safety.

The University reserves the right to invite applications and to make no appointment.

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.