GRADUATE RESEARCH OFFICER

DEPARTMENT/UNIT: Art Design & Architecture Faculty Admin Services

FACULTY/DIVISION: Faculty of Art Design & Architecture

CLASSIFICATION: HEW Level 6

WORK LOCATION: Caulfield campus

ORGANISATIONAL CONTEXT

Monash is a university of transformation, progress and optimism. Our people are our most valued asset, with our academics among the best in the world and our professional staff revolutionising the way we operate as an organisation. For more information about our University and our exciting future, please visit www.monash.edu.

The Faculty of Art, Design and Architecture: In Melbourne, Art, Design and Architecture are leading influences on the city’s internationally recognised cultural dynamism, exhibited through significant collecting and exhibiting institutions, commercial galleries and innovative cultural production. Within this rich milieu, Monash Art Design and Architecture (MADA) is a vibrant centre of rigorous creative practice, encompassing architecture, design and fine art integrated with traditional scholarship. MADA advocates the essential role of creative practice in quality of life and proposes and develops models for future communities that are culturally enriched and environmentally sustainable. To learn more about MADA, please visit our website: www.monash.edu/mada.

POSITION PURPOSE

The Graduate Research Officer provides a variety of high-quality graduate research services to support the operations of the Faculty of Art Design & Architecture’s Research Office. The Graduate Research Officer performs a range complex research activities that play a critical role in supporting the delivery of the Faculty’s graduate research strategy, initiatives and program outcomes. This includes undertaking duties such as administering research cohorts and activities and providing comprehensive, quality and timely support and advice to staff, students and applicants on all graduate research matters, while ensuring a compliant and safe research environment.

The Graduate Research Officer works closely with the leadership team in the graduate research portfolio by planning and undertaking timely reporting that ensures the delivery of expert advice and exceptional customer service as well as providing support to new and existing projects. The position is required to understand the graduate research requirements and operates with excellence in process and judgement to provide efficient graduate research services in accordance with research protocols and standards whilst adopting a continuous improvement approach.

Reporting Line: The position reports to Senior Research and Graduate Research Manager who will provide general supervision.
Supervisory Responsibilities: Not Applicable
Financial Delegation: Not Applicable
Budgetary Responsibilities: Not Applicable

KEY RESPONSIBILITIES

1. Effectively and independently plan, implement and coordinate a range of graduate research and administrative tasks including scheduling, providing service, coordinating projects, tracking graduate research expenditure and reporting against budgets, allocating resources and administering the Faculty’s graduate research scholarship, grant and award schemes and professional development opportunities in line with agreed standards and timeframes

2. Effectively and independently administer the Faculty’s Graduate Research programs and provide support to the Graduate Research Leadership team

3. Manage the student lifecycle including enquiries, admissions, enrolment, supervision arrangements, candidature variations, access to facilities and research training activities, and identify and communicate areas of concern to management to ensure satisfactory progress and timely completions. Develop, implement and maintain appropriate records management systems to monitor student candidature

4. Keep abreast of developments, activities and protocols in relevant graduate research areas to coordinate internal communication with candidates by producing the monthly newsletter, and maintaining and updating the Faculty Graduate Research website and intranet

5. Prepare reports and other documentation for the Graduate Research leadership team, committees, funding bodies and other relevant stakeholders on areas such as student enquiries, progress, program trends and overall funding in order to support the strategic operational planning for the programs and Faculty

6. Ensure compliance with established research methodology, policy, protocols, OHS and regulatory requirements and take steps to identify and minimise OHS risks where appropriate

7. Actively participate in and implement continuous improvement activities relating to team, program, project, research or technical procedures and quality assurance standards

8. Build and sustain effective working relationships with a network of colleagues, research collaborators and other stakeholders to deliver a high quality, effective and timely professional service to all clients, including issue resolution and adherence to privacy and confidentiality

9. Provide support to the faculty team by attending recruitment events as required

10. Undertake other duties as delegated by the Senior Research and Graduate Research Manager

KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:
   - A degree in a relevant field with subsequent relevant experience; or
   - extensive experience and specialist expertise or broad knowledge in technical or administrative fields; or
   - an equivalent combination of relevant experience and/or education/training

Knowledge and Skills

2. Excellent communication skills, including the ability to advise, influence and negotiate at high levels and effectively communicate complex matters to a range of University staff, students, academics and administrators both within and external to the Faculty
3. Highly developed written communication skills, with the ability to prepare professional documentation for and interact with a diversity of stakeholders

4. Outstanding organisational and administrative skills with demonstrated capacity to develop and implement effective operational processes and systems, plan and prioritise multiple tasks and meet deadlines

5. Demonstrated ability to work as an effective member of a team as well as being able to exercise high levels of independence, judgement and initiative, particularly when dealing with sensitive inquiries

6. Excellent analytical and problem solving skills, including the ability to synthesise information and identify and recommend solutions or negotiate positive outcomes to complex issues

7. Demonstrated commitment to providing excellent customer service and a hands-on approach to service provision

8. Highly developed computer literacy, including proficiency in the use of the Microsoft Office suite of applications, and demonstrated experience with computer based record systems and student management systems e.g. Callista and Business Intelligence

9. Excellent project coordination skills with the ability to support projects through to completion in accordance with agreed standards and timeframes

10. Proven ability to adhere to protocols, standards and guidelines, including a thorough understanding of confidentiality, privacy and graduate research ethics principles as required

OTHER JOB RELATED INFORMATION

- Travel to other campuses of the University may be required
- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which taking of leave may be restricted
- A current satisfactory Working With Children Check is required

GOVERNANCE

Monash University expects staff to appropriately balance risk and reward in a manner that is sustainable to its long-term future, contribute to a culture of honesty and integrity, and provide an environment that is safe, secure and inclusive. Ensure you are aware of and adhere to University policies relevant to the duties undertaken and the values of the University. This is a standard which the University sees as the benchmark for all of its activities in Australia and internationally.