POSITION DESCRIPTION

Position Title: HDR Administration Officer
Organisation Unit: UQ Graduate School
Position Number:
Type of Employment: Full time Continuing
Classification: HEW Level 5

THE UNIVERSITY OF QUEENSLAND

The University of Queensland (UQ) contributes positively to society by engaging in the creation, preservation, transfer and application of knowledge. UQ helps shape the future by bringing together and developing leaders in their fields to inspire the next generation and to advance ideas that benefit the world. UQ strives for the personal and professional success of its students, staff and alumni. For more than a century, we have educated and worked with outstanding people to deliver knowledge leadership for a better world.

UQ ranks in the world’s top universities, as measured by several key independent ranking, including the Performance Ranking of Scientific Papers for World Universities (43), the US News Best Global Universities Rankings (52), QS World University Rankings (47), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (60). UQ again topped the nation in the prestigious Nature Index and our Life Sciences subject field ranking in the Academic Ranking of World Universities was the highest in Australia at 20.

UQ has an outstanding reputation for the quality of its teachers, its educational programs and employment outcomes for its students. Our students remain at the heart of what we do. The UQ experience – the UQ Advantage – is distinguished by a research enriched curriculum, international collaborations, industry engagement and opportunities that nurture and develop future leaders. UQ has a strong focus on teaching excellence, winning more national teaching excellence awards than any other in the country and attracting the majority of Queensland's highest academic achievers, as well as top interstate and overseas students.

UQ is one of Australia's Group of Eight, a charter member of edX and a founding member of Universitas 21, an international consortium of leading research-intensive universities.

Our 50,000-plus strong student community includes more than 13,000 postgraduate scholars and more than 12,000 international students from 144 countries, adding to its proud 240,000-plus alumni. The University has about 7,000 academic and professional staff and a $1.8 billion annual operating budget. Its major campuses are at St Lucia, Gatton and Herston, in addition to teaching and research sites around Queensland and Brisbane city. The University has six Faculties and four University-level Institutes. The Institutes, funded by government and industry grants, philanthropy and commercialisation activities, have built scale and focus in research areas in neuroscience, biomolecular and biomedical sciences, sustainable minerals, bioengineering and nanotechnology, as well as social science research.
UQ has an outstanding track-record in commercialisation of our innovation with major technologies employed across the globe and integral to gross product sales of $11billion+ (see http://unique.com.au/our-track-record).

UQ has a rapidly growing record of attracting philanthropic support for its activities and this will be a strategic focus going forward.

Organisational Environment

The University of Queensland has supported over 15,000 students in their academic pursuit to attain a higher degree by research (HDR). With over 2000 research experts and a reputation world-wide as an elite research institution, UQ provides research candidates with every advantage.

More than 4400 students are currently undertaking a higher degree by research at UQ under the support and guidance of the UQ Graduate School. The Graduate School has academic responsibility for managing admissions, providing research scholarships, supporting students during their candidature, and facilitating the examination of theses. The Graduate School coordinates year-round skills training, supports infrastructure and research facilities, and provides opportunities to accelerate career development for HDR candidates.

Information about the UQ Graduate School may be accessed at https://graduate-school.uq.edu.au/

Information for Prospective Staff

Information about life at UQ including staff benefits, relocation and UQ campuses is available at - http://www.uq.edu.au/current-staff/working-at-uq

DUTY STATEMENT

Primary Purpose of Position

The HDR Administration Officer is a member of a team responsible for providing specialist HDR administrative support, including policy and procedural advice to HDR candidates and Advisors. The HDR Administration Officer works as part of a portfolio team, delivering support and service in administering requests in relation to HDR candidature including admissions, scholarships, progression, and examination.

Duties include:

- Assess and process requests relating to HDR candidature, which may include HDR applications, scholarships, milestone extensions and attainments and examination processes referring to relevant policies as required.
- Liaise and maintain strong working relationships with enrolling units and other stakeholders.
- Monitor requests, following up with candidates and Advisors as required and raising any areas of concern with the Manager.
- Respond to general enquires and provide procedural advice to HDR candidates and
other stakeholders, liaising with appropriate staff as required.

- Data entry and maintenance in corporate information systems, including generation of reports and correspondence.

- Actively participate in the ongoing improvement of HDR client services and administrative processes.

- Liaise and work effectively with other teams in the UQ Graduate School, providing support and/or expertise where necessary.

- An employee may be required to carry out other duties within the scope of their role, competence and training.

**Other**

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including:

- the [University’s Code of Conduct](#)
- requirements of the Queensland occupational health and safety (OH&S) legislation and related [OH&S responsibilities and procedures](#) developed by the University or Institute/School
- the adoption sustainable practices in all work activities and compliance with associated legislation and related University [sustainability responsibilities and procedures](#)
- requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related [responsibilities and procedures](#) developed by the University

**Organisational Relationships**

The position reports to the HDR Administration Manager for the portfolio, UQ Graduate School.
SELECTION CRITERIA

**Essential**
- An undergraduate degree in an area of relevance and relevant work experience or an equivalent combination of relevant experience and/or education/training.
- Demonstrated organisational skills and the ability to prioritise tasks to ensure that deadlines are met.
- A strong commitment towards the provision of a high level of customer service.
- Demonstrated attention to detail and ability to apply judgement.
- Demonstrated high level of written, oral and interpersonal skills, including the ability to effectively liaise with people at all levels and work effectively as a member of a team.
- Demonstrated computer literacy and ability to rapidly acquire proficiency in new systems.

**Desirable**
- Knowledge of university policies and procedures in areas related to student administration or the ability to rapidly gain such knowledge.
- Sound knowledge of the University’s corporate systems.

The University of Queensland values diversity and inclusion.

Applications are particularly encouraged from Aboriginal and Torres Strait Islander peoples. For further information please contact our Australian Indigenous Employment Coordinator at: atsi_recruitment@uq.edu.au

Applications are also encouraged from women.

This role is a full-time position; however flexible working arrangements may be negotiated.