

POSITION DESCRIPTION

Position Title:	HDR Administration Manager
Organisation Unit:	UQ Graduate School
Position Number:	3021704
Type of Employment:	Full Time / Continuing
Classification:	HEW Level 8

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 CWTS Leiden Ranking (32), the Performance Ranking of Scientific Papers for World Universities (40), the US News Best Global Universities Rankings (42), QS World University Rankings (47), Academic Ranking of World Universities (54), and the Times Higher Education World University Rankings (66). Excluding the award component, UQ is now ranked 45th in the world in the ARWU, and is one of the only two Australian universities to be included in the global top 50.

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 53,000-plus strong student community includes more than 16,400 postgraduate scholars and more than 17,000 international students from 135 countries, adding to its proud 260,000-plus alumni. The University has more than 6,600 academic and professional staff (full-time equivalent) and a \$2.15 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+.

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 4500 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 online](#).

DUTY STATEMENT

Primary Purpose of Position

Under broad direction of the Deputy Director (HDR Governance), UQ Graduate School, this position is responsible for the management of the portfolio HDR Administration Team. This position plays a key role in ensuring the coordination of all activities that lead to the provision of a high standard of candidature services on behalf of the UQ Graduate School which includes delivering program administration and candidate progression and providing high level advice on policy and procedure.

Duties

Duties and responsibilities include, but are not limited to:

- Provide leadership to the portfolio HDR Administration Team to ensure the team's goals are met and contribute to the overall goals of the UQ Graduate School and University.
- Oversee all aspects of HDR program related administration, including admissions, scholarships, progression, terminations, withdrawals, and examination, using high-level judgment.
- Provide high-level advice and recommendations in the development of university-wide rules, policies, and procedures relating to HDR candidature matters.
- Build and maintain strong relationships with key stakeholders (including candidates, academics, enrolling unit staff, and examiners).

- Develop and implement business improvement initiatives focused on providing high quality and streamlined services.
- Provide effective leadership to ensure the ongoing development of staff and foster a collaborative culture.
- Manage complex and sensitive candidature and enrolment matters, including student grievances and misconduct.
- Ensure appropriate systems and processes are in place to comply with current legislative requirements, responding to change.
- Build and maintain strong working relationships with other teams within the UQ Graduate School, providing assistance and advice where necessary.
- Undertake other duties as required by the Deputy Director (HDR Governance), UQ Graduate School.

Other

- Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:
 - 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 of 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 Liaison Team Leader, UQ Graduate School.

SELECTION CRITERIA

- Postgraduate qualifications or progress towards postgraduate qualifications with significant relevant experience, or extensive experience and management expertise in the student administration field, or a combination of relevant experience and/or education and/or training in a field of University administration.
- Demonstrated ability to make accurate assessments and exercise well developed judgement in complex situations.
- Demonstrated ability to lead, motivate and develop a team of professional staff by fostering a strong service culture.
- High level of interpersonal skills, including exceptional written and verbal communication, and ability to negotiate and influence stakeholders.
- Ability to interpret policies and legislative requirements and to develop and implement processes to achieve goals and respond to changing needs.
- Track record of innovative and high level problem solving skills, including the ability to collect and synthesise information, to identify opportunities and solutions.

Desirable

- Knowledge of the UQ's policies and procedures, particularly as they relate to research students.
- Sound knowledge of the University's corporate systems.

The University of Queensland values diversity and inclusion and actively encourages applications from those who bring diversity to the University. Please refer to the [University's Diversity and Inclusion webpage](#) for further information and points of contact if you require additional support.

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

Accessibility requirements and/or adjustments can be directed to recruitment@uq.edu.au.