POSITION DESCRIPTION

Position Title: HDR Program and Agreements Coordinator
Organisation Unit: UQ Graduate School
Position Number: 3035745
Type of Employment: Full-Time, Continuing
Classification: HEO Level 7

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 (43), the US News Best Global Universities Rankings (42), QS World University Rankings (48), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (69). 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 52,000-plus strong student community includes more than 16,400 postgraduate scholars and more than 15,400 international students from 135 countries, adding to its proud 250,000-plus alumni. The University has more than 6,600 academic and professional staff (full-time equivalent) and a $1.75 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://uniquest.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 UQ Graduate School is one of Australia’s largest postgraduate research training centres and offers students a superior study and research environment. The Graduate School focuses on enriching the quality of academic life for postgraduate research students; producing excellent educational and employment outcomes; maintaining and building on UQ’s high standards of supervision and offering excellent practical research training to prepare students for a variety of careers. Staff within the Graduate School provides additional support across all aspects of the University’s research higher degree training portfolio.

Further information on UQ research is available from the University’s website http://www.uq.edu.au/grad-school/

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 Program and Agreements Coordinator provides oversight and advice on all agreements affecting HDR students and also matters of HDR student conduct and policy. The scope of the role will be varied and the ideal candidate will be self-motivated and flexible and able to demonstrate a high level of initiative. The position will require well-developed judgement and strong communication skills to positively engage with senior staff and multiple stakeholders within the University.

This role works closely with the Dean and Director to provide executive level support in relation to HDR governance and engagement of the Graduate School in the coordination of HDR agreements and strategic scholarships for Higher Degree by Research (HDR) candidates, including international and industry partnered research. This role will also assist in developing briefing papers and policy reviews, including consultation and background research, as well as providing executive support in relation to HDR grievances and misconduct matters and other projects as required.

Duties

Duties and responsibilities include, but are not limited to:

**Governance and administrative support:**

- Coordinate and assist in the development of HDR agreements by liaising with other stakeholders, including UQ International (Global Engagement), Research Partnerships, Research Legal and Advancement, as required.
- Oversee and monitor the effectiveness of agreements for HDR candidates.
- Compile and draft briefing papers and communications on behalf of the Graduate School executive.
- Provide secretarial support to the HDR Committee, including compiling agendas and minutes and drafting reports for Academic Board.
- Support the Dean in matters of HDR student conduct including drafting responses for grievances, misconduct, and appeals, liaising with the Student Conduct Office and the Research Integrity Office as required.
- Coordinate projects and business improvement initiatives as directed.
- Other duties as required by the Graduate School executive.

**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 Director, UQ Graduate School, and also works closely with the Dean and Deputy Dean.
SELECTION CRITERIA

Essential

- Completion of a postgraduate degree; completion of an undergraduate degree and at least 4 years of subsequent relevant work experience; or an equivalent combination of relevant experience and/or education/training.
- Demonstrated high level communication skills, in particular highly developed written skills.
- Demonstrated ability to coordinate projects and interact with multiple stakeholders.
- Proven ability to work autonomously and exercise well-developed judgement.
- Ability to synthesise information in the development and review of high level documentation.
- Exceptional interpersonal skills and demonstrated ability to interact with a range of stakeholders to achieve outcomes.
- Ability to work in a fast-paced environment with competing priorities and deadlines.

Desirable

- Experience working in the higher education sector, in particular in the area of research training.
- Demonstrated knowledge of contemporary issues and trends in research training.

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 (http://www.uq.edu.au/equity) 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