Title: HDR Management Coordinator/ Business Analyst
HEW Level: HEW 7
Faculty/Office: DVC - Research
Position Number: 22233
Department/Team: Higher Degree Research Office (HDRO)
Date: March 2018

Position Purpose: To contribute to the development and implementation of HDRO Strategy through business analysis and to manage the HDRO software, information systems and databases and associated projects.

ORGANISATIONAL CONTEXT

The Higher Degree Research Office (HDRO) manages enrolment and progression of Macquarie University Higher Degree Research (HDR) candidates and administration of the associated Research Degrees. It is also responsible for the administration and management of the associated Research Pathway Programs. The HDRO reports to the Office of the Deputy Vice Chancellor (Research).

The HDR Operations and Governance Team is responsible for the management of the full student cycle of research and research training pathway programs for domestic and international candidates and provision of a full suite of systems to support these activities.

ORGANISATION CHART
### Key Accountabilities

- Coordinate Higher Degree Research (HDR) data and systems projects including testing, implementation, reporting on and reviewing outcomes.
- Provide high level support to all HDRO and Faculty HDR staff for all HDR information technology and systems, including but not limited to e projects (eApplication, Research Master HDR and eExamination), Annual Progress Report and the Supervisor Database.
- Document system structures in a form that can be easily interpreted by technical staff.
- Maintain and communicate an accurate understanding of HDR and MRes candidature datasets, and the systems used to store and retrieve candidature data.
- Develop reporting templates and operationally manage the analysis of HDR candidature data, ensuring its integrity.
- Develop data reports for web and other reporting.
- Document the results of HDRO data analysis in a form that can be interpreted by non technical users and stakeholders.
- Maintain HDR and MRes web content, including CMS training of other HDRO staff with web responsibilities.
- Work with other staff members in the development of new projects and reporting systems, including Macquarie International, Dean HDR, Research Services and others.
- Liaise with other University data owners as required.
- Liaise with technical experts in the University and externally (e.g. software suppliers) as required.
- Comply with relevant EEO and WHS regulations.
- Perform any other duties as required and as appropriate for the incumbent’s level of competence.

### Position Context

<table>
<thead>
<tr>
<th>Reports to:</th>
<th>Deputy Director, HDR Governance and Operations</th>
</tr>
</thead>
</table>
| Positions Reporting to: | Direct: Nil  
Indirect: Nil |
| Key Direct Clients: |  
- DVCR /Dean HDR  
- Research Services  
- Faculty HDR Managers and AD HDRS  
- Cotutelle, PhD and MRes candidates  
- Macquarie IT  
- Student Services  
- Strategic Planning and Information  
- Other staff members in own office or department |
| Other Key Relationships: |  
- DVCR /Dean HDR  
- Research Services  
- Marketing and Future Students  
- Finance  
- Human Resources  
- Campus Wellbeing  
- Macquarie International  
- Legal Office |
| Budget Accountability: | Nil |
| Role-specific Conditions: | Criminal History Check |
| Scope and autonomy | Develops and modifies processes, procedures, systems and/or techniques for the work area and/or contributes to the development of University-wide systems, processes and procedures. |
| Problem solving | Analyses, designs and develops a range of alternatives and then uses expertise to decide on or recommend the best course of action. |
**CAPABILITY FRAMEWORK**

Capability Frameworks describe the behaviours, skills, attributes and experience required to successfully perform a position or group of similar positions.

<table>
<thead>
<tr>
<th>COMPETENCIES Clusters of behaviours required for successful performance.</th>
<th>ATTRIBUTES Personal qualities related to successful performance.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Implementing Systems:</strong> Adopting a systematic and organised approach, and developing and utilising guidelines and procedures.</td>
<td><strong>Flexibility:</strong> Responding effectively to unexpected or changing circumstances.</td>
</tr>
<tr>
<td><strong>Planning and Execution:</strong> Managing time and resources to complete tasks and achieve objectives.</td>
<td><strong>Assertiveness:</strong> Being willing to openly express ideas and opinions and justify these when questioned.</td>
</tr>
<tr>
<td><strong>Quality Focus:</strong> Ensuring accuracy and quality when completing tasks.</td>
<td><strong>Interpersonal Impact:</strong> Making a positive impression on others in a range of interpersonal contexts.</td>
</tr>
<tr>
<td><strong>Communication:</strong> Effectively articulates key messages, both verbally and in writing, adapting to suit context and audience.</td>
<td><strong>Resilience:</strong> Dealing effectively with and recovering quickly from setbacks or pressure.</td>
</tr>
<tr>
<td><strong>Service Focus:</strong> Making students, staff, alumni and other key contacts and their needs a priority.</td>
<td><strong>Accountability:</strong> Assuming responsibility for making decisions and delivering agreed outcomes.</td>
</tr>
<tr>
<td><strong>Relationship Management:</strong> Establishing effective working relationships with others.</td>
<td><strong>Integrity:</strong> Maintaining confidentiality, discretion and professionalism.</td>
</tr>
<tr>
<td><strong>Teamwork:</strong> Working in collaboration with others to achieve shared goals.</td>
<td></td>
</tr>
</tbody>
</table>
### REQUIRED KNOWLEDGE
Qualifications, technical and/or professional skills and information needed from day one for successful performance.

- Degree in a relevant field (e.g. IT) and/or equivalent relevant experience.
- Expert level of knowledge of Microsoft Access, including form design, advanced queries, Macros and VBA.

### KEY EXPERIENCES
Practical experiences and exposure to specific environment or activities related to successful performance.

- Extensive experience in Excel at an advanced level including pivot tables, functions, formulas, macros, V Look-up
- Managing projects in database development and/or with complex data sets including data cleansing and quality analysis.
- Identifying and implementing process improvements
- Analysing and interpreting data and recommending solutions for decision making
- Documenting outcomes in a form non-technical people can understand and presenting information and reports in a well organised accessible and transparent format
- Excellent organisational and time management skills and demonstrated ability to work in a high pressure environment with tight deadlines.
- Building and managing relationships.
- Experience in University data and systems is highly desirable

### ACQUIRED KNOWLEDGE
Organisational and/or professional skills and information to be developed within the first 3 to 6 months for successful performance.

- Knowledge of HDRO functions and structure.
- Knowledge of HDRO degree structures, policies, systems, processes and procedures.
- Understanding of what other areas of the University do and how they interact with the faculty/office.