# Position Description

<table>
<thead>
<tr>
<th>Title: HDR Coordinator (Research Training Partnerships)</th>
<th>HEW Level: HEW 7</th>
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<tbody>
<tr>
<td><strong>Faculty/Office:</strong> DVC - Research</td>
<td><strong>Position Number:</strong></td>
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<tr>
<td><strong>Department/Team:</strong> Office of Higher Degree Research Training and Partnerships</td>
<td><strong>Date:</strong> 3 March 2020</td>
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**Position Purpose:** To co-ordinate all advice to current and prospective higher degree research students and staff on all aspects of research training partnership programs and facilitate the implementation of these programs.

## ORGANISATIONAL CONTEXT

The Office of Higher Degree Research Training and Partnerships (OHDRTP) is responsible for HDR candidates from application to completion. OHDRTP assesses all applications for HDR programs, enrols all HDR candidates, supports HDR candidates through academic mentors, administers scholarships for HDR candidates, adjusts programs of study for all candidates and administers timely completion of all HDR candidates.

The team reporting to the Deputy Director, HDR Scholarships and Partnerships is responsible for the development and maintenance of the HDR Scholarships and HDR Partnerships in tandem with the OHDRTP administration, support and completion of HDR candidates.

The HDR Coordinator (Research Training Partnerships) is responsible for ensuring the effective and efficient co-ordination of all higher degree research training partnerships.

## ORGANISATION CHART

![Diagram showing the organizational structure with roles and positions as described in the Position Description.]

- **Pro Vice-Chancellor (Higher Degree Research Training and Partnerships)**
- **Director, Academic**
- **Deputy Director, Governance and Management**
- **Deputy Director, HDR Scholarships and Partnerships**
- **HDR Coordinator (Research Training Partnerships)**
### KEY ACCOUNTABILITIES

- Co-ordinate relationships with appropriate administrative staff within partner organisations in relation to the effective and efficient finalization of HDR agreements.
- Design and develop procedures and systems regarding international research training partnership programs and administration relevant to all HDR scholarships, in consultation with key internal stakeholders.
- Co-ordinate support and administration for international and domestic HDR partnership candidates.
- Co-ordinate the finalization of compliant research training partnership agreements, scholarships and arrangements (e.g. Cotutelle, Joint PhD programs).
- Implementation of research training agreements including with internal and external stakeholders.
- Implement innovative research training partnership programs.
- Regularly review, evaluate and recommend improvements to research training partnership programs.
- Maintain and update the student system and agreements database on research training partnerships (e.g. Cotutelle, Joint PhD programs).
- Comply with relevant EEO and WHS regulations.

### POSITION CONTEXT

<table>
<thead>
<tr>
<th>Reports to:</th>
<th>Deputy Director, Higher Degree Research Scholarships and Partnerships</th>
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<tbody>
<tr>
<td>Positions Reporting to:</td>
<td>Direct: nil Indirect: nil</td>
</tr>
<tr>
<td>Key Direct Clients:</td>
<td>Equivalent roles at international and domestic partner institutions MQ academic staff Current and prospective MQ HDR students Other staff members in OHDRTP Immediate team members</td>
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<tr>
<td>Other Key Relationships:</td>
<td>Particular staff members in other offices or departments Other staff members in own office or department Immediate team members Other external contacts Macquarie International Marketing External partners</td>
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<tr>
<td>Budget Accountability:</td>
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<tr>
<td>Scope and autonomy</td>
<td>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.</td>
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<tr>
<td>Problem solving</td>
<td>Draws on own knowledge, experience and expertise to identify, develop and implement new initiatives, processes and programs.</td>
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## CAPABILITY FRAMEWORK

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

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<tr>
<th>COMPETENCIES</th>
<th>ATTRIBUTES</th>
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**Planning and Execution:** Managing time and resources to complete tasks and achieve objectives.

**Quality Focus:** Ensuring accuracy and quality when completing tasks.

**Change Focus:** Adapting to new situations and dealing with change.

**Communication:** Effectively grasping and conveying ideas and concepts to others.

**Service Focus:** Making students, staff, key contacts and their needs a priority.

**Analysis and Judgement:** Evaluating information and data to solve problems and make decisions.

**Teamwork:** Working in collaboration with others to achieve shared goals.

**Flexibility:** Responding effectively to unexpected or changing circumstances.

**Reliability:** Meeting commitments and responsibilities.

**Initiative:** Taking action, on own accord, to address problems and prevent them from reoccurring.

**Resilience:** Dealing effectively with and recovering quickly from setbacks or pressure.
### REQUIRED KNOWLEDGE
Qualifications, technical and/or professional skills and information needed from day one for successful performance.

- Relevant qualification at degree – level and/ or equivalent experience in complex administrative environments
- Computer skills including Microsoft Office, databases, email, web-based software applications, internet.
- Knowledge and experience in interpreting and applying complex policies, procedures and guidelines.
- Fluency in at least one language other than English.
- Experience in co-ordinating complex programs with external stakeholders

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

- Knowledge of OHDRTP functions and structure.
- Knowledge of research training partnerships.
- Knowledge of HDR degree structures, policies, systems, processes and procedures.
- Understanding of how University policies, systems, processes and procedures are applied at the faculty/office level.
- Understanding of what other areas of the University do and how they interact with the faculty/office.

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

- Extensive experience working in complex administration. Managing projects.
- Gathering, analysing, interpreting and reporting on data. Working with databases.
- Building and managing relationships with a culturally diverse range of internal and external stakeholders.
- Identifying and recommending administrative process improvements.