

 Australian National University	<h1>Position Description</h1>
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College/Division:	ANU College of Sciences (CoS)
Faculty/School/Centre:	Research School of Chemistry (RSC)
Department/Unit:	School Administration
Position Title:	Senior Officer - Higher Degree Research (HDR) Coordinator
Classification:	ANU Officer Grade 6/7 (Administration)
Position No:	20304
Responsible to:	School Manager, RSC
Number of positions that report to this role:	0
Delegation(s) Assigned:	

<p>PURPOSE STATEMENT:</p> <p>The Senior Officer - HDR Coordinator is based within the School Administration team of the Research School of Chemistry and plays an important role in research-related student administration in the discipline groups within the RSC. The Senior Officer – HDR Coordinator will provide high quality student administration support to HDR students, assist with all student-related activities and provide support to the administrative activities of the school as part of the Administration team.</p> <p>KEY ACCOUNTABILITY AREAS:</p> <p>Position Dimension & Relationships:</p> <p>The Senior Officer - HDR Coordinator works under the broad direction of the School Manager, and is responsive on a daily basis to the Associate Dean, Associate Director (HDR) and Program Convenors. The Senior Officer - HDR Coordinator liaises closely with staff and students in local areas on all student matters to provide exceptional service and ensure adherence to University policies and procedures.</p> <p>Role Statement:</p> <p>Under the broad direction of the School Manger, RSC, the Senior Officer – HDR Coordinator will:</p> <ol style="list-style-type: none"> 1. Coordinate all matters related to HDR administration within RSC, including management of admission, enrolment, milestones, progress reporting, extension, examination, scholarships, funding issues and graduation for HDR students, in addition to maintaining relevant information in the University's Student Administration System. 2. Provide high level advice and services to staff and students including the interpretation of University policies, rules and practices as appropriate. Initiate, develop and improve student related practices and processes, through continuous process improvement and best practice customer service to improve the student experience. 3. Prepare accurate reporting on compliance and key functions and activities, including commencing students, milestone completions, milestone delinquency and submission of theses. Undertaking of thorough investigative action and analysis as required and presenting of data with informed recommendations and/or solutions. 4. Implementation of local, College or University-wide HDR-related recommendations and changes, providing timely, high-quality support, particularly in respect of changes and streamlined processes. Support College staff and lead with a positive approach. 5. Supervise and provide mentoring in relation to HDR administration to junior team members of the School as required. 6. Work with research groups to provide high level administrative support in relation to the promotion, recruitment and pastoral care of HDR students. 7. Coordinate activities that are associated with prizes, awards and scholarships within the discipline group including administration of associated funds and coordination of activities associated with educational research projects such as Summer Research Scholarships and Honours Programs. 8. Create and maintain web-based and print media relating to program and course information. 9. Liaise with colleagues across campus to enhance student administration skills and actively participate in the continuous improvement of student related activities. 10. Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity
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11. Undertake other duties as consistent with the classification level of the position.

SELECTION CRITERIA:

1. Degree in a relevant field with demonstrated experience in HDR administration, or an equivalent combination of relevant experience and education/training. Experience in the higher education sector will be highly regarded.
2. Demonstrated analytical and problem-solving skills, with a proven ability to use initiative, investigate issues, collect and analyse data and to make recommendations on solutions.
3. Demonstrated high level customer service and communication skills with an ability to liaise effectively and to implement changes in a culturally diverse environment.
4. Strong ability to initiate and develop improvements to processes and procedures and to communicate this information clearly with stakeholders.
5. Highly developed computer skills, including proficiency using the MsOffice suite and information management systems to prepare accurate reporting.
6. Proven organisational skills and ability to prioritise own workload and to work effectively both independently and as part of a team, meeting demanding deadlines and delivering high quality outcomes.
7. A demonstrated understanding of equal opportunity principles, policies, and commitment to their application in a University context.

ANU Officer Levels 6 to 7 are broadbanded in this stream. It is expected that at the higher levels within the broadband occupants, through experience, will have developed skills and expertise enabling them to more independently perform the full range of duties at a higher level, and that more time will be spent on a more complex functions of the position.

Delegate Signature:

Date:

Printed Name:

Position:

References:

[General Staff Classification Descriptors](#)



Pre-Employment Work Environment Report

Position Details

College/Div/Centre	CoS	Dept/School/Section	RSC
Position Title	Senior Officer - Higher Degree Research (HDR) Coordinator	Classification	ANU Officer Grade 6/7 (Administration)
Position No.	20304	Reference No.	

In accordance with the Occupational Health and Safety Act 1991 the University has a duty of care to provide a safe workplace for all staff.

- This form must be completed by the supervisor of the advertised position and forwarded with the job requisition to Appointments and Promotions Branch, Human Resources Division. Without this form jobs cannot be advertised.
- This form is used to advise potential applicants of work environment issues prior to application.
- Once an applicant has been selected for the position consideration should be given to their inclusion on the University's Health Surveillance Program where appropriate – see http://info.anu.edu.au/hr/OHS/_Health_Surveillance_Program/index.asp Enrolment on relevant OHS training courses should also be arranged – see http://info.anu.edu.au/hr/Training_and_Development/OHS_Training/index.asp
- 'Regular' hazards identified below must be listed as 'Essential' in the Selection Criteria - see 'Employment Medical Procedures' at http://info.anu.edu.au/Policies/_DHR/Procedures/Employment_Medical_Procedures.asp

Potential Hazards

<ul style="list-style-type: none"> • Please indicate whether the duties associated with appointment will result in exposure to any of the following potential hazards, either as a regular or occasional part of the duties. 					
TASK	regular	occasional	TASK	regular	occasional
key boarding	X	<input type="checkbox"/>	laboratory work	<input type="checkbox"/>	<input type="checkbox"/>
lifting, manual handling	<input type="checkbox"/>	X	work at heights	<input type="checkbox"/>	<input type="checkbox"/>
repetitive manual tasks	<input type="checkbox"/>	X	work in confined spaces	<input type="checkbox"/>	<input type="checkbox"/>
catering / food preparation	<input type="checkbox"/>	X	noise / vibration	<input type="checkbox"/>	<input type="checkbox"/>
fieldwork & travel	<input type="checkbox"/>	<input type="checkbox"/>	electricity	<input type="checkbox"/>	<input type="checkbox"/>
driving a vehicle	<input type="checkbox"/>	X			
NON-IONIZING RADIATION			IONIZING RADIATION		
solar	<input type="checkbox"/>	<input type="checkbox"/>	gamma, x-rays	<input type="checkbox"/>	<input type="checkbox"/>
ultraviolet	<input type="checkbox"/>	<input type="checkbox"/>	beta particles	<input type="checkbox"/>	<input type="checkbox"/>
infra red	<input type="checkbox"/>	<input type="checkbox"/>	nuclear particles	<input type="checkbox"/>	<input type="checkbox"/>
laser	<input type="checkbox"/>	<input type="checkbox"/>			
radio frequency	<input type="checkbox"/>	<input type="checkbox"/>			
CHEMICALS			BIOLOGICAL MATERIALS		
hazardous substances	<input type="checkbox"/>	<input type="checkbox"/>	microbiological materials	<input type="checkbox"/>	<input type="checkbox"/>
allergens	<input type="checkbox"/>	<input type="checkbox"/>	potential biological allergens	<input type="checkbox"/>	<input type="checkbox"/>
cytotoxics	<input type="checkbox"/>	<input type="checkbox"/>	laboratory animals or insects	<input type="checkbox"/>	<input type="checkbox"/>
mutagens/teratogens/ carcinogens	<input type="checkbox"/>	<input type="checkbox"/>	clinical specimens, including blood	<input type="checkbox"/>	<input type="checkbox"/>
pesticides / herbicides	<input type="checkbox"/>	<input type="checkbox"/>	genetically-manipulated specimens	<input type="checkbox"/>	<input type="checkbox"/>
			immunisations	<input type="checkbox"/>	<input type="checkbox"/>
OTHER POTENTIAL HAZARDS (please specify):					

Supervisor's Signature:		Print Name:	Geoff Deeble	Date:	
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