POSITION DESCRIPTION

HDR Admissions & Scholarships Officer

Position Level | 6
Faculty/Division | Division of Research & Enterprise
Position Number | ADMIN ONLY
Original document creation | 10/09/20

Position Summary

The HDR Admissions and Scholarships Officer plays a key role in coordinating and administering the admissions and scholarships process in the Graduate Research School (GRS) within the portfolio of the PVC Research Training and Entrepreneurship.

The role entails providing advice, support and services to HDR applicants, enrolled candidates, supervisors and the broader UNSW community about HDR admissions and scholarships programs.

The role reports to the HDR Admissions and Scholarships Manager, supporting the PVC Research Training and Entrepreneurship and the Director, GRS.

Accountabilities

Specific accountabilities for this role include:

- Provide high quality, expert advice and support to HDR applicants, candidates, supervisors and key stakeholders on all aspects of the admissions and scholarships process ensuring that it delivers an enhanced experience for key stakeholders.

- Develop knowledge and expertise of the UNSW and Government policies and procedures related to HDR admissions and scholarships. Apply expertise to routine and complex stakeholder enquiries and cases.

- Evaluate admission and scholarship recommendations from Schools and Faculties against University policies, ensuring all relevant requirements have been met, including evaluation of
applications against UN and autonomous sanctions, and issue offers of admission and scholarship as appropriate.

- Assess applicants against the University’s English Language requirements and manage requests and assessment of waivers of requirements.
- Proactively review processes and systems and implement solutions which improve admissions and scholarships timelines.
- Assist in the implementation of policies, guidelines and procedures and play a leading role in their application to ensure the effective operation of the initiatives in the GRS.
- Develop and maintain procedural documentation for admissions and scholarships which is high quality, up to date, accurate and accessible to colleagues.
- Build meaningful professional relationships with stakeholders across UNSW including School administrators, Postgraduate Coordinators, Faculty Higher Degree Committees, HDR Supervisors, and Scholarships Ranking Committee for the effective provision of admission and scholarships services.
- Coordinate and manage a broad range of administration practices and reporting systems in the GRS, including managing student records, the Graduate Research Information System, Student System and others.
- Set priorities and monitor workflows within the administrative team as required, providing guidance and training to the administrators and other relevant staff.
- Process routine and complex scholarship payments and Scientia PhD Career and Professional Development plans and support packages including advising candidates, assessing plans and advising approvals and payments.
- Develop and maintain a clear understanding of decision-making structures within the GRS especially regarding escalation procedures and sensitive and highly complex matters.
- Provide support in the delivery of GRS projects, initiatives and other ad hoc programs.
- Align with and actively demonstrate the UNSW Values in Action: Our Behaviours and the UNSW Code of Conduct.
- Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others.

**Skills and Experience**

- Relevant tertiary qualification with subsequent relevant experience or equivalent competence gained through any combination of education, training and experience.
- Excellent time management and organisational skills, and the ability to work well under pressure and manage multiple tasks with competing deadlines with exceptional attention to detail.
- Demonstrated ability to interpret complex policies, procedures and legislation in order to provide clear and accurate advice to diverse stakeholders.
- Highly advanced interpersonal, written and oral communication skills.
- Demonstrated experience providing effective customer service and support to stakeholders at all levels in a complex changing environment.
- Highly proficient computer literacy with excellent skills in Microsoft Office applications.
• Proven ability to plan, organise and co-ordinate projects and tasks.
• Demonstrated ability to work collaboratively and productively within a team, but also to take initiative and work independently while managing competing demands.
• An understanding of and commitment to UNSW’s aims, objectives and values in action, together with relevant policies and guidelines.
• Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training.

About this document
This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role.

This template is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.