



POSITION DESCRIPTION

## **HDR Candidature Coordinator**

July 2023

UNIVERSITY of  
**TASMANIA** 

## Position Summary

College / Division	Research Division
School / Section	Graduate Research Office
Location	Hobart / Launceston
Classification	<u>HEO Level 7</u>
Reports to	Manager, Graduate Research
Direct reports	5
Delegation level	Delegation Level D

## The Opportunity

We are seeking to appoint an HDR Candidature Coordinator in the Graduate Research Office (GRO), part of the Research Division.

## About the University of Tasmania

In 1890, our university was founded with an important purpose: providing our island with the academic excellence to thrive. Today, we continue to make our home a better place. And working together, we do extraordinary things that have global outcomes.

From early on, our role has been to help people flourish and thrive. Isolation and a small population require us to work harder. The stories of our island are told by those needing to solve unique problems in unique ways. Here, success takes a quiet determination and adaptability. In turn, this makes us broader, more rounded, multi-skilled thinkers and creative problem solvers, and it sees our institution generative powerful ideas for and from Tasmania.

Because of our unique setting and challenges we go beyond creating places of learning. We strive to stimulate economic growth, lift literacy, improve health outcomes for Tasmania and nurture our environment as it nurtures us.

We welcome enquiring minds, from near and far, to join us in our pursuit of the extraordinary.

## Accountabilities and outcomes

### Purpose

This position leads the Candidature team in GRO. In a dynamic and rapidly changing national context, the HDR Candidature Coordinator advances the University's strategic priority to deliver excellent and impactful research training. The HDR Candidature Coordinator oversees the operational management of candidature. They facilitate effective and efficient governance and management of the HDR candidature journey for the University and provide advice on complex candidature and examination matters to the Dean of Graduate Research, GRO and other stakeholders. The incumbent undertakes a diverse range of high-volume tasks in a highly specialised working environment, drawing on this work to foster a culture of continual improvement in HDR for the University.

## **Key Result Areas**

- As a member of the GRO Leadership Team, lead the HDR Candidature portfolio, including line-management of staff and fostering effective teamwork and assist in the development of strategic initiatives to enhance Graduate Research.
- Provide day-to-day leadership, guidance, support and training to staff, to ensure that they are able to efficiently and professionally deliver HDR candidature and examination services.
- Build and maintain a comprehensive understanding of the University's HDR governance framework to oversee, manage and resolve complex HDR candidature matters, and contribute effectively to the continual review of that framework.
- Coordinate the high-level operational management of HDR progression and examination, including reporting, modelling, quality assurance, compliance, and audit activities.
- Establish and maintain strong relationships with stakeholders, including School and College research leadership teams to facilitate positive outcomes for HDR candidates and supervisors.
- Contribute to the design and maintenance of HDR systems and resources, especially to support progression and examination.
- Undertake other duties as assigned by the Manager Graduate Research and Dean of Graduate Research.

## **Behavioural Expectations**

We aim for everyone to have a positive experience at our university, and that all staff contribute toward creating a university culture that is safe and supportive, enabling our community to flourish by:

- Treating all others – staff, students and community with fairness, equity and respect.
- Ensuring the workplace is an inspiring and safe place to be.
- Ensuring the workplace is free from harassment, bullying, victimisation and discrimination.

## **Success profile**

### **Personal Attributes**

- Evaluative: Excels at examining information and asking probing questions, documenting facts and interpreting data in an objective manner.
- Flexible: Has an optimistic approach and readily recovers from setbacks. Embraces change and invites feedback to adapt and improve in the face of new challenges.
- Structured: Works methodically to organise and plan tasks, upholds standards and works quickly, able to multi task to produce outcomes.
- Rapport Building: Enjoys interacting with other people and effectively establishes rapport by putting others at ease. Effectively promotes achievement and recognition.

### **Core Capabilities**

- Well Managed Delivery and Performance: Effectively deploys management systems including planning, operational controls, ongoing performance management and reviews, progress and impact measurement and retrospective operational and outcome reviews.
- Continuous Improvement: Continuously finds ways to improve and simplify processes, systems and practices to deliver improved outcomes for our students, staff and community by utilising practices such as Lean, Agile and Design Thinking.

- Self Awareness and Interpersonal Skills: Recognises and regulates emotions and behaviour in the work context and effectively builds relationships with others to create a collaborative and empowering environment that enables people to achieve and thrive.
- Growth Mindset: Adopts a growth mindset and consistently seeks feedback, makes others comfortable with taking risks and experimenting to improve over time.

### **Role Specific Skills, Knowledge and Experience**

- A Bachelor level qualification or higher in a relevant field.
- High-level skills in analysing and applying policy and procedure, preferably in the higher education sector, to provide accurate and expert advice to stakeholders.
- Demonstrated ability to develop and analyse specialised data sets to provide comprehensive data-driven reports of GRO services.
- Well-developed project management knowledge and skills, including the capability to deliver a broad range of operational and strategic activities on time.
- Demonstrated experience in leading a professional, client-focused service team for diverse stakeholders in a University or large, complex organisation.
- High-level communication skills, including the ability to work in a genuinely collaborative team environment, negotiate effectively with internal and external stakeholders, and the ability to maintain confidentiality and deal with sensitive issues.

### **Other Requirements**

To be eligible for this position, you are required to hold Australian or New Zealand Citizenship, permanent residence or a valid visa that enables you to fulfil the requirements of this role.

More information: <https://www.utas.edu.au/jobs>  
<https://www.utas.edu.au/careers/our-people-values-and-behaviours>





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The intention of this Position Description is to highlight the most important aspects, rather than to limit the scope or accountabilities of this role. Duties may be altered in accordance with the changing requirements of the position