

Candidature Management Advisor

College/Division	Research Division
School/Section	Graduate Research Office
Location	Hobart / Launceston
Classification	HEO 5
Reporting Line	Reports to Candidature Management Coordinator

Position Summary

The University of Tasmania is building a vision of a place-based University with a mission to enhance the intellectual, economic, social and cultural future of Tasmania, and from Tasmania, contribute to the world in areas of distinctive advantage. The University recognises that achieving this vision is dependent on the people we employ as well as creating a people-centred University that is values-based, relational, diverse, and development-focused.

We are seeking to appoint a (Candidature Management Advisor) in the [Graduate Research Office](#), part of the [Research Division](#)

The Candidature Management Advisor is responsible for providing advice and services to HDR applicants, candidates and academic staff regarding all aspects of the candidature life cycle. The Advisor manages, reviews and administers in a timely and efficient manner, expressions of interest, applications and offers, admissions and enrolments, scholarships, candidature commencements, changes to candidature and scholarships, examinations and completions. The Advisor performs these tasks in the two broad functional areas and teams of the pre-commencement and post-commencement candidature lifecycle as required.

The Candidature Management Advisor interacts with a wide range of internal and external stakeholders and undertakes a diverse range of high-volume tasks in a complex working environment, managing competing priorities and deadlines, and using initiative and sound judgment.

We are an inclusive workplace committed to ‘working from the strength that diversity brings’ reflected in our Statement of Values. We are dedicated to attracting, retaining and developing our people and are committed to inclusive principles. We celebrate the range of diverse assets that gender identity, ethnicity, sexual orientation, disability, age and life course bring. Applications are encouraged from all sectors of the community. Tell us how we can make this job work for you.

What You'll Do

- Maintain a portfolio of core operational tasks which entails providing advice and customer services direct to HDR applicants, candidates and academic staff regarding all aspects of HDR candidature. Work between pre-commencement and post-commencement duties as required.
- Interpret policies and follow procedures to provide accurate and timely advice, information and support to candidates and academic staff on all matters relating to HDR candidature and administration.
- Process HDR candidature matters in a timely and efficient manner.
- Support key staff in Colleges, Schools and Institutes, including the Associate Deans (Research) and Graduate Research Coordinators to enact strategies that improve the candidate experience and meet performance targets.
- Use complex systems to process operational workflows. Identify and support changes to HDR resources, systems, processes and communications in order to provide a continuously improved candidate experience.
- Assist with the development organisation and promotion of events relating to the successful progression and completion HDR candidates.
- Develop and maintain collaborative and effective working relationships with relevant stakeholders, candidates, academics, Colleges, Schools and Institutes, government departments, other institutions, and industry.
- Undertake other duties as assigned by the supervisor.



What We're Looking For (success criteria)

- A university degree, and/or equivalent combination of relevant experience and education and training.
- Demonstrated experience in delivering a professional service to a diverse range of stakeholders within a university or large, complex organisation.
- Demonstrated ability to provide independent high level administrative, systems and operational support within established guidelines, as well as an ability to show initiative and good judgment in a high-pressure environment.
- Proven experience in simultaneously undertaking a diverse range of tasks and identifying priorities, problem solving, and meeting demanding and competing deadlines in a timely fashion.
- Demonstrated competence in the interpretation of policies and procedures and providing subsequent accurate advice to high level stakeholders.
- High level skills in the effective use of computer applications and complex systems to enter and process data, maintain accurate and comprehensive high volume records, including multiple databases and with strong attention to detail.
- Highly developed interpersonal and communication skills, including the ability to design and conduct presentations and effectively communicate in written and verbal form in complex, difficult scenarios.
- A strong focus on providing outstanding customer service with the ability to maintain confidentiality and exercise professional discretion.

Other position requirements

- A postgraduate qualification or commencement of study towards this qualification.
- Understanding of the Australian higher education environment including higher degree research.

University of Tasmania

The University of Tasmania is an institution with an enduring commitment to our state and community, and a strong global outlook. We are committed to enhancing the intellectual, economic, social and cultural future of Tasmania. Our [Strategic Direction](#) strongly reflects the University community's voice that our University must be place based but globally connected as well as regionally networked and designed to deliver quality access to higher education for the whole State.

We believe that from our unique position here in Tasmania we can impact the world through the contributions of our staff, students and graduates. We recognise that achieving this vision is dependent on the people we employ, as well as creating a university that is values-based, relational, diverse, and development-focused.

More information:

<https://www.utas.edu.au/jobs>

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

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 above may be altered in accordance with the changing requirements of the position.