



Position Description

Dean of Graduate Research

Office of Research Services and Graduate Studies

Deputy Vice Chancellor (Research)

Classification	Level E
Delegation band	Delegations and Authorisations Policy (see Section 3)
Special conditions	Nil
Workplace agreement	Charles Sturt University Enterprise Agreement
Date last reviewed	September 2021



About Charles Sturt University

Purpose

The Wiradjuri phrase *yindyamarra winhanganha* means the wisdom of respectfully knowing how to live well in a world worth living in. This phrase represents who we are at Charles Sturt University – our ethos. It comes from traditional Indigenous Australian knowledge, but it also speaks to the vision of the university – to develop and spread wisdom to make the world a better place.

Vision

Charles Sturt University is set to undergo a decade of great reform that will see the university characterised by these key elements:

- An uncompromising drive towards excellence in every aspect of its operations
- A far-reaching strategic re-positioning of teaching, learning, research, and innovation
- A cementing of our position as Australia’s pre-eminent rural and regional university

The overarching aim is to consolidate our institution so that it is demonstrably more resilient and sustainable by the end of the decade.

Goals

To deliver on our Purpose and Vision, the university has three key goals:

1. Maintain the university’s position in the top five Australian universities for graduate outcomes based on employment and salary
2. Embed a culture of excellence across all aspects of the university’s operations
3. Exponential growth in research, development, and innovation income in our chosen areas, delivering high impact outcomes for regional Australia

Our values

Charles Sturt has a proud history and is fortunate to have an outstanding group of diverse, passionate, and engaged people working with us. Our values of insightful, inclusive, impactful, and inspiring guide our behaviours and ways of working to help us achieve our ethos of creating a world worth living in.

Performance measures

In addition to the principal responsibilities senior leaders will be required to contribute to the success of the university strategy including meeting the university key performance indicators:

Our Students	Commencing Progress Rate Student Experience
Our Research	Research Income Research Quality and Impact
Our People	Engagement All Injury Frequency Rate
Our Social Responsibility	Underlying Operating Result Community and Partner Sentiment



Office of Research Services and Graduate Studies

Charles Sturt University is a community minded organisation with strong links to industry, government and other educational organisations through research and courses. Our vision is to be Australia's leading regional university, advancing the careers of our students, inspiring research excellence and driving regional outcomes with goal impact. We collaborate with our partners on research with global impact.

The Deputy-Vice-Chancellor (Research) (DVC R) is responsible for research; research training; partnership with industry and end-users to enhance research and maximise research impact; the commercialisation agenda; national and international partnerships; research ethics and compliance. Through the DVC R portfolio, the university will grow our strategic and applied research in core focus areas through strong industry, government and regional partnerships, expertise in digital and excellence in delivering research outcomes.

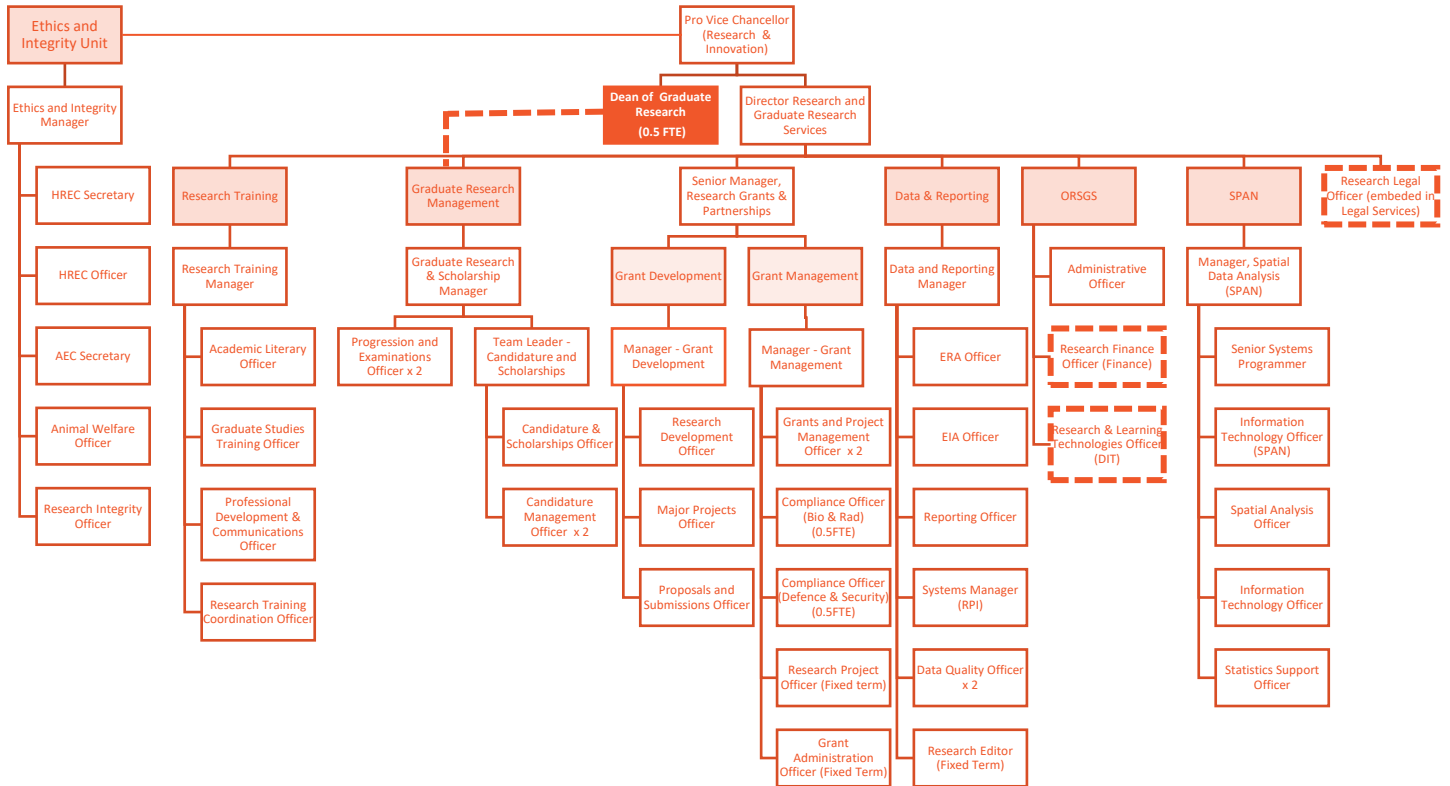
The vision for the refreshed Office of Research Services and Graduate Studies is to:

- Improve service delivery, communication and digital solutions to better meet the needs and expectations of staff, HDR students, collaborators and external partners;
- Strengthen our capacity and capability to provide strategic, proactive and agile research support services;
- Strengthen our ability to provide internal legal support and advice;
- Provide access to a consistent level of service delivery and remove duplication of services;
- Clarify roles and responsibilities for research and HDR support services across the University;
- Support transformation of research services across the next decade and underpin increased research income and interaction with external partners; and
- Assist the University to build research capacity and infrastructure through the attraction of research funding.

This will be achieved by providing support based on specialist knowledge, expertise and relationships; the focus is on supporting researchers to do the work that only they can do. This involves close collaboration with the entire University research landscape. Research Services is committed to providing the highest quality service to our stakeholders, engaging with researchers with efficiency, effectiveness, and a client-focus. Research Services aims to ease the administrative burden on research activities, by ensuring information is supplied in concise and easily understood formats and streamlining processes wherever possible to support The University's research agenda.



Organisational chart



Reporting relationship

This position reports to: Pro Vice Chancellor (Research and Innovation)

This position supervises: N/A

Key working relationships

- Director, Research and Graduate Research Services
- Graduate Research and Scholarships Manager
- Research Training Manager
- Faculty Leadership teams
- Research Institute Leadership teams



Position overview

The Dean of Graduate Research will lead, motivate, inspire and foster graduate research excellence at Charles Sturt University. The Dean will demonstrate clear vision and a collaborative approach with a particular emphasis on development and implementation of strategy, policy and good practice related to Graduate Research management.

Principal responsibilities

- Provide high level advice to the DVCR and Senior Executive regarding national and international trends and best practice in graduate research policy, practice and outcomes.
- Provide oversight of academic rigour for the University's Higher Degree by Research programs including enrolment, progression and examination.
- Take carriage of benchmarking activities for internal and external HDR performance and apply this knowledge to improve HDR performance and impact.
- Contribute to the development of strategies to increase HDR enrolments, including industry internships, and improve the student experience.
- Lead initiatives to recruit high quality HDR students, domestic and international, in line with the strategic intent.
- Liaise with external agencies and industries on HDR matters to leverage industry engagement and increase industry PhDs.
- Review and revise (as necessary) policies and procedures to maximise performance of HDR candidates and supervisors.
- Effectively communicate graduate research policy directions and initiatives across the university.
- Oversee the introduction and maintenance of effective quality assurance programs for the annual assessment of key aspects of research training, including orientation, supervision and career development.
- Oversee allocation and administration of scholarships.
- Recommend to the Pro Vice-Chancellor Research & Innovation on the award of higher degrees, matters for strategic planning, and issues requiring solution.
- Manage negotiation of disputes and appeals related to all aspects of research training, as referred to the Pro Vice-Chancellor Research & Innovation.
- Other duties appropriate to the classification as required.



Role-specific capabilities

Live our values	Uphold the Charles Sturt University values daily in our own behaviours and interactions with others.
Innovative	With creativity at our core, be open to new ideas and seek to find better ways.
Write and report	Write clearly, succinctly and correctly, convince through writing, avoid jargon, structure information.
Network	Bring people together and build relationships that deliver desired benefits and outcomes.
Formulate strategies and concepts	Work strategically, set strategies, have vision, think broadly about the organisation.
Plan and organise	Set objectives, plan, establish contingencies, manage time, resources and people, monitor progress.

Physical capabilities

The incumbent may be required to perform the following.

- Work in other environments beyond your base campus, such as other campuses.
- On occasion drive a university vehicle distances up to 500km per day within the terms of the university's [Driver Safety Guidelines](#)
- Perform in an accurate and timely manner push/pull, reaching, grasping, fine manipulation tasks, including lifting items up to 10kg.



Selection criteria

Applicants are expected to address the selection criteria when applying for this position.

Essential

- A. A doctoral qualification with experience and commitment to providing effective leadership in an academic setting.
- B. Significant experience with graduate research issues (including a track record in research student supervision) within the higher education sector in Australia and in relation to international practices and trends.
- C. A record of academic achievement of national and/or international standing through distinguished contributions, including academic leadership, to the scholarship of teaching and/or research/creative works or professional activity.
- D. Experience in implementing significant change and/or continuous improvement projects involving a diverse group of stakeholders, including the ability to appropriately apply methods and tools to the needs of the project.
- E. Strong leadership skills, including capacity to initiate, lead and manage change in a challenging and dynamic environment.
- F. Superior communication skills and the ability work effectively with internal and external groups and individuals, using an inclusive and collaborative style.
- G. Demonstrated commitment to applying quality assurance and continuous improvement practices.

