

POSITION TITLE	Higher Degree Research Recruitment Coordinator
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FACULTY/INSTITUTE/DIVISION	Research Division
SCHOOL/SECTION	Graduate Research Office
CAMPUS	Hobart or Launceston
CLASSIFICATION	HEO 7
DATE	February 2018

POSITION SUMMARY

The University of Tasmania is ranked among the top research-intensive universities within Australia. The strength and diversity of research reflects a consistent world-class performance across a breadth of disciplines. The University provides a high quality research environment for Higher Degree-Research (HDR) candidates and is committed to maintaining its leading role within Australia and to growing its global research standing.

The Graduate Research Office, within the Division of Research, is a group of professional administrators who are committed to providing high quality graduate research services. The Higher Degree Research Recruitment Coordinator implements the HDR recruitment strategy with the intent to attract quality HDR applicants and provide efficient expression of interest (EOI) and application processes.

The role is responsible for managing and developing recruitment initiatives, progressing potential EOIs and applications, maintaining enquiry data and systems, responding to potential candidate enquiries, converting enquires to applications, and converting applications to enrolments.

The role is a full time position.

POSITION RELATIONSHIPS

Supervisor	Graduate Research Operations Manager
Direct reports	Nil
Other	<p>This role will form strong working relationships with:</p> <ul style="list-style-type: none"> • Graduate Research Operations Manager • The Pro Vice Chancellor (Researcher Development) • Associate Director (Researcher Development) and Researcher Development staff • Graduate Research staff • Graduate Research Coordinators and academic supervisors • HDR Systems Project and Student Systems and Business Processes teams • Global Division staff • Student Operations staff, particularly Fees and Compliance unit • Prospective candidates • External stakeholders

KEY ACCOUNTABILITIES AND OUTCOMES

1.	Provide accurate and timely advice to potential HDR candidates regarding University of Tasmania entry requirements, programs, courses, pathways, admission processes and student experience.
2.	Utilise the Customer Relationship Management (CRM) system, follow up and respond to prospective student enquiries, or refer on as required.
3.	Capture prospective student lead data within CRM systems for all student recruitment activity.

4.	Maintain an understanding of national and international HDR recruitment best practice and continuously improve current practice by identifying and remedying potential best practice barriers.
5.	Take the lead on working closely with the Global Division and specifically the Marketing Office, and academic staff in the Colleges and Schools to manage, develop, advertise and respond to HDR opportunities.
6.	Identify business process improvements and work closely with the HDR Systems Project and Student Systems and Business Processes teams to streamline and improve systems and electronic recruitment processes.
7.	Identify updates to Studylink, hard copy and online resources (including social media content) pertaining to the recruitment of HDR candidates, the conversion of enquiries to applications, and the conversion of applications to enrolments
8.	Synthesise institutional HDR data and analyse internal and external datasets to inform Research Division strategic considerations regarding potential HDR markets, target populations and the timing and content of recruitment campaigns.
9.	Develop and provide timely comprehensive reports on HDR recruitment initiatives and conversion rates.
10.	Create, advertise and event-manage internal and external HDR recruitment initiatives such as open days, campus tours, college visits, and career/trade fairs etc.
11.	Assist in the preparation of materials and resources for HDR recruitment.
12.	In conjunction with the Fees and Compliance Unit ensure recruitment is compliant with the ESOS Act 2000 and other relevant legislative frameworks, and meets standards outlined in the National Code 2018.

DECISION MAKING AUTHORITY/LEVEL OF RESPONSIBILITY

The incumbent is required to work under the broad direction of the Graduate Research Operations Manager and will be required to use initiative and sound judgement in the completion of tasks within the scope of existing policies and procedures, recommending changes as necessary. The position will work with a degree of autonomy and will be responsible for outcomes.

POSITION CRITERIA

Essential Requirements

1.	A degree with at least four years subsequent relevant experience, or an equivalent combination of relevant experience and/or education/training.
2.	Demonstrated detailed understanding of, or capacity to develop high level expertise in, student application, admissions and enrolments processes including scholarships.
3.	Demonstrated experience in leading or taking a lead role in specialist projects to improve workflow processes.
4.	Outstanding interpersonal and communication skills, including experience in providing advice to diverse stakeholders and the ability to collaborate within and across teams.
5.	Experience in, or capacity to develop skills in, developing and reviewing content for print and electronic publications and in the preparation of recruitment materials and resources.
6.	Well-developed organisational skills including the capacity to think and solve problems independently and to prioritise and progress multiple tasks concurrently.
7.	Demonstrated ability to perform data analysis and prepare comprehensive data for reports.
8.	An awareness of, and sensitivity to, the needs and aspirations of applicants/candidates from developing countries and/or from differing cultural, economic and social backgrounds.
9.	Demonstrated, or capacity to develop expertise in, event management, engagement and public relations experience.

Desirable Attributes

1.	Experience with CRM systems and direct marketing campaigns.
2.	Experience and knowledge in Higher Degree Research administration.
3.	Knowledge of the Australian tertiary education sector and of international education trend.

WORKPLACE HEALTH AND SAFETY

- All staff will assist the University to create and maintain a safe and healthy work environment by working safely, adhering to instructions and using the equipment provided in accordance with safe operating procedures. Where appropriate, staff will initiate and

participate in worksite inspections, accident reporting and investigations and develop safe work procedures.

- All supervising staff are required to implement and maintain the University's WHS Management System in areas under their control, ensuring compliance with legislative requirements and established Policies, Procedures and Guidelines and, provide the appropriate information, instruction, training and supervision.
- Staff will inform their supervisor of any unsafe working practices or hazardous working conditions

UTAS STATEMENT OF VALUES



We subscribe to the fundamental values of honesty, integrity, responsibility, trust and trustworthiness, respect and self-respect, and fairness and justice. We bring these values to life by our individual and collective commitment to:

- * Creating and serving shared purpose
- * Nurturing a vital and sustainable community
- * Focusing on opportunity
- * Working from the strength diversity brings
- * Collaborating in ways that help us be the best we can

POSITION DESCRIPTION APPROVED

HEAD OF SCHOOL / SECTION

Signature	Name	Date
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DEAN / HEAD OF DIVISION

Signature	Name	Date
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PROVOST (for Academic Levels D & E)

Signature	Name	Date
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HUMAN RESOURCES (Classification Assessed and Approved)

Signature	Name	Date
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