POSITION DESCRIPTION

Position Title	Manager, Graduate Research		
Organisational Unit	Office of the DVC (Research)		
Functional Unit	Graduate Research		
Nominated Supervisor	Pro Vice-Chancellor (Research)		
Higher Education Worker (HEW) Level	HEW Level 9	Campus/Location	North Sydney
CDF Achievement Level	2 Management (Line)	Work Area Position Code	4PVR8021NNYA
Employment Type	Continuing, Full-time	Date reviewed	February 2017

ABOUT AUSTRALIAN CATHOLIC UNIVERSITY

Mission Statement: *Within the Catholic intellectual tradition and acting in Truth and Love, Australian Catholic University is committed to the pursuit of knowledge, the dignity of the human person and the common good.*

Australian Catholic University (ACU) is both a Catholic University and a public institution within the Australian higher education sector. ACU is an inclusive community which welcomes students and staff of all beliefs.   The University is committed to a strong Catholic ethos and seeks to foster and promote teaching and learning, research and scholarship, and community engagement in the Christian tradition. As valued members of our community, all staff members are expected to have an understanding of ACU's Mission and values and to demonstrate an active contribution to them.

The University shares with universities worldwide a commitment to quality in teaching, research and service. It aspires to be a community characterised by free enquiry and academic integrity.

The University chooses to focus on areas of teaching and research that are closely connected with its particular character as a University that is Catholic, public and national. The focus areas are Theology and Philosophy, Health, Education, and the Common Good and Social Justice.

ACU has over 2,500 staff supporting more than 34,000 students across seven campuses – Adelaide, Ballarat, Brisbane, Canberra, Melbourne, North Sydney and Strathfield.

The structure to support this complex and national University consists of:

- Provost
- Chief Operating Officer & Deputy Vice-Chancellor
- Deputy Vice-Chancellor, Research
- Deputy Vice-Chancellor, Students, Learning and Teaching

Each portfolio consists of a number of Faculties, Research Institutes or Directorates. The Directorate of Identity and Mission drives both the Identity and the Mission of the University. In addition, five Associate Vice-Chancellors and Campus Deans focus on the University's local presence and development of the University at the local 'campus' level.

The University pursues performance excellence and offers an environment where staff are valued and rewarded. Staff are expected to demonstrate a commitment to continuous improvement and to participate fully in resolving issues to achieve and maintain quality standards relevant to role. Further information about a career with ACU is available at www.acu.edu.au.

ACU is committed to diversity and social inclusion in its employment practices. Applications from Aboriginal and Torres Strait Islander people, people with disabilities and people from culturally diverse groups are encouraged.

ABOUT THE OFFICE OF THE DEPUTY VICE-CHANCELLOR (RESEARCH)

The Office of the Deputy Vice-Chancellor (Research) sets the strategic framework within which research at ACU is developed and sustained. We aim to support research of the highest quality and to ensure that our graduate research candidates have a rewarding experience. Our Research Institutes and Faculties include some of the very best researchers in the world. Our strong support for research attracts outstanding students and collaborators across the globe.

POSITION PURPOSE

- Provides strategic advice to the Pro Vice-Chancellor (Research) regarding all aspects of HDR, and HDR supervisor accreditation and supervisor accreditation training.

- Manages HDR admission and scholarship processes, candidature progression, thesis submission and examination, degree completions, and orientation and development activities, as well as HDR supervisor accreditation and supervisor accreditation training.

- Assist the Pro Vice-Chancellor (Research) in the continuous review and development of policies related to all aspects of HDR candidature.

POSITION RESPONSIBILITIES

Introduction

A number of frameworks and standards express the University's expectations of the conduct, capability, participation and contribution of staff. These are listed below:

- ACU Strategic Plan 2015-2020
- Catholic Identity and Mission
- ACU Capability Development Framework
- Higher Education Standards Framework
- ACU Service Principles
- ACU Staff Enterprise Agreement including provisions in relation to Performance Excellence

The Capability Development Framework in particular is important in understanding the core competencies needed in all ACU staff to achieve the University's strategy and supports its mission.

Key responsibilities

Key responsibilities specific to this position	Relevant Core Competences)	Scope of contribution to the University			
		Within the work unit or team	School or Campus	Faculty or Directorate	Across the University
Assist the Pro Vice-Chancellor (Research) in the development of University policies related to HDR admissions, scholarships, progression, and thesis examination portfolios, to maximise timely completions and student satisfaction.	• Apply Commercial Acumen • Adapt to and Lead Change • Deliver Stakeholder Centric Service				✓

Key responsibilities specific to this position	Relevant Core Competences)	Scope of contribution to the University			
		Within the work unit or team	School or Campus	Faculty or Directorate	Across the University
Provide strategic advice to the Pro Vice-Chancellor (Research) on HDR candidature and training, and HDR supervisor accreditation and supervisor accreditation training, consistent with sector best practice as well as government and University policies.	• Collaborate Effectively • Communicate with Impact • Coach and Develop				✓
Remain abreast of government policy relating to HDR training, to maximise ACU's responsiveness to changing external environments.	• Be Responsible and Accountable for Achieving Excellence • Know ACU Work Processes and Systems • Make Informed Decisions				✓
Establish and maintain an efficient and effective framework for ACU HDR candidature operations, and ACU supervisor accreditation and supervisor accreditation training, to maximize student completions and satisfaction.	• Collaborate Effectively • Communicate with Impact • Coach and Develop				✓
Manage the Research Development Standing Committee and Higher Degree Research Examination and Thesis Sub-committee, and other relevant Committees, to facilitate effective decision-making by members.	• Collaborate Effectively • Communicate with Impact • Coach and Develop				✓
Organise HDR Orientation and other development activities, such as the Three Minute Thesis Competition, as well as HDR student surveys and the Vice-Chancellor's Award for Excellence in Doctoral Training.	• Collaborate Effectively • Communicate with Impact • Coach and Develop				✓
Maintain operational knowledge of all relevant aspects of ACU's rules and policies in relation to HDR training and HDR supervisor accreditation training, in order to contribute to policy implementation.	• Be Responsible and Accountable for Achieving Excellence • Know ACU Work Processes and Systems • Make Informed Decisions				✓

Key responsibilities specific to this position	Relevant Core Competences)	Scope of contribution to the University			
		Within the work unit or team	School or Campus	Faculty or Directorate	Across the University
Anticipate the need for changes to HDR systems and processes, and be pro-active in achieving the changes.	• Be Responsible and Accountable for Achieving Excellence • Know ACU Work Processes and Systems • Make Informed Decisions				✓
Make recommendations to the Pro Vice-Chancellor (Research) on new procedural or service provision approaches, to achieve positive operational and strategic outcomes for ACU's HDR objectives.	• Be Responsible and Accountable for Achieving Excellence • Know ACU Work Processes and Systems • Make Informed Decisions				✓
Establish working relationships with ODVCR staff, Faculty HDR Managers (where applicable), HDR supervisors, Associate Deans (Research), and other University staff associated with HDR training and candidature, to ensure a collaborative approach to all aspects of candidature administration.	• Collaborate Effectively • Communicate with Impact • Coach and Develop				✓
Successfully manage the Candidature and Project Officers, to maximize the productivity and organisational commitment of the team.	• Collaborate Effectively • Communicate with Impact • Coach and Develop	✓			

Key Challenges and Problem Solving

- Anticipate sector best practice regarding HDR training and candidature procedures so as to help ensure that ACU remains a desirable university in which to undertake HDR training.

- Monitor and review HDR academic student matters and provide advice to Pro Vice-Chancellor (Research) regarding their progress and resolution with particular reference to problematic cases.

- Monitor the integration of HDR students into the intellectual life of the School/Research Institute and Faculty.

- Work collaboratively with HDR supervisors and Associate Deans Research to enhance the learning experiences of HDR students.
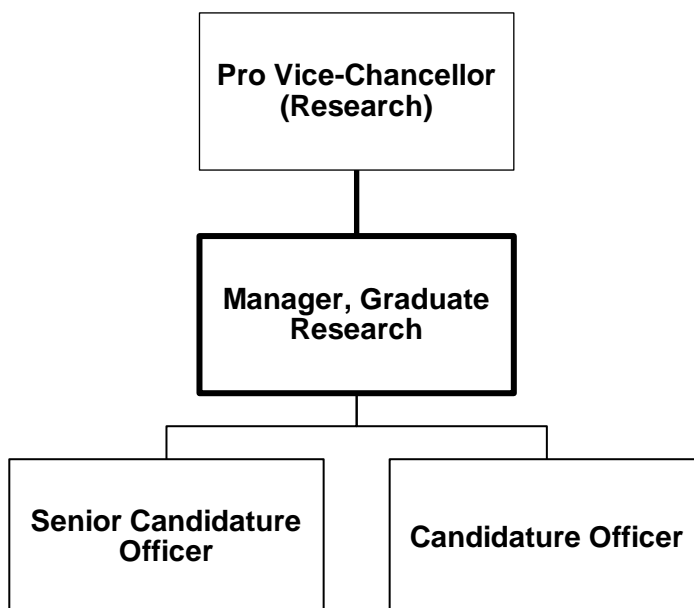
- Managing diverse personalities.

Decision Making / Authority to Act

- The Manager, Graduate Research will assist in shaping University policies and practices regarding all matters relating to HDR candidature, as well as HDR supervisory practices at ACU. This will be informed by the position holder's knowledge of practices within the sector as well as government policy. Thus, this individual will be expected, and will have the freedom to advise on the integration of the demands of the external environment with the development of innovative policies and practices for ACU's HDR students.

Communication / Working Relationships

- The position holder will be required to communicate with professionals from other universities and relevant external organizations to understand current practices and procedures, and interpret government policy.

- The position holder communicates directly with the Pro Vice-Chancellor (Research) and, from time to time, the Deputy Vice-Chancellor (Research).

- The position holder also communicates internally with academic and professional staff and HDR students, and assists in the development and interpretation of HDR-related policy.

Reporting Relationships

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        │   Pro Vice-Chancellor   │
        │      (Research)         │
        └────────────┬────────────┘
                     │
        ┌────────────┴────────────┐
        │   Manager, Graduate     │
        │       Research          │
        └────────────┬────────────┘
           ┌─────────┴─────────┐
  ┌────────────────┐  ┌──────────────────┐
  │ Senior         │  │ Candidature      │
  │ Candidature    │  │ Officer          │
  │ Officer        │  │                  │
  └────────────────┘  └──────────────────┘
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For further information about structure of the University refer to the organisation chart.

SELECTION CRITERIA

Qualifications, skills, knowledge and experience

1.	Completion of a postgraduate degree and extensive experience relating to HDR training and HDR supervisor training in the Higher Education sector; or an equivalent combination of relevant experience and/or education/training.
2.	Proven experience in working with complex databases, such as student systems or equivalent thereof, and proficiency in Microsoft Office applications, email, internet browsers and other organisational applications.
3.	Demonstrated ability to coordinate complex matters and accurately interpret legislative documentation and implement requirements from sources such as government Scholarship Conditions of Award, Research Training Scheme Guidelines, ESOS legislation and Visa conditions.
4.	A working knowledge of and experience in the application and interpretation of rules, policies, procedures and award conditions relevant to the Higher Education sector, particularly in relation to joint enrolment matters.

Core Competencies (as per the [Capability Development Framework](#))

5.	Demonstrate confidence and courage in achieving ACU's Mission, Vision and Values by connecting the purpose of one's work to ACU's Mission, Vision and Values.
6.	Demonstrated ability to work collaboratively with stakeholders internal and external to the organisation to build effective working relationships and capitalise on all available expertise in pursuit of excellence.
7.	Demonstrating ability to communicate with purpose and impact and negotiate persuasively to gain the support of a wide range of stakeholders for mutually beneficial outcomes.
8.	Demonstrated experience in coaching, developing and managing the performance of staff, to build a culture of learning and improvement.
9.	Demonstrated ability to effectively plan work activity, prioritise time and resources using established processes and technology to achieve optimum efficiency and effectiveness.
10.	Demonstrated ability in making informed, evidence-based decisions by sourcing and interpreting University and business information.

Other attributes

11.	Demonstrated commitment to cultural diversity and ethical practice principles and demonstrated knowledge of equal employment opportunity and workplace health and safety, appropriate to the level of the appointment.