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<b>Position Title:</b>	Administrative Officer (Admissions)
<b>Position Classification:</b>	Level 6
<b>Position Number:</b>	316217
<b>Faculty/Office:</b>	Office of the DVC (Research)
<b>School/Division:</b>	Graduate Research School
<b>Centre/Section:</b>	
<b>Supervisor Title:</b>	Manager (Pre-Candidature)
<b>Supervisor Position Number:</b>	315396

### Your work area

The Graduate Research School governs, manages and administers all aspects of the University's Research Training degrees, from application to thesis classification

### Reporting Structure

Reports to:

Manager (Pre-Candidature)

### Your role

*Under broad direction, the Administrative Officer (Admissions) takes primary responsibility for the implementation of rules and policies associated with student enquiry management, application, admission and commencement of Higher Degree by Research (HDR) students*

### Key responsibilities

Establishes, documents, maintains and ensures compliance with policies and procedures and office systems for efficient operation.

Plans, coordinates and implements administrative functions for Higher Degree by Research (HDR) students.

Maintains the University's Register of Supervisors

Sets medium term priorities and monitors work flow and systems.

Responds to complex and diverse enquiries

Undertakes planning involving resource use or developing proposals for resource allocation

Analyses and provides innovative solutions to problems

Provides authoritative advice and information on policies and procedures

Liaises with other relevant areas of the University with regard to procedures, policies and regulations related to Higher Degrees by Research

Other duties as directed

### **Your specific work capabilities (selection criteria)**

Relevant tertiary qualifications or equivalent competency

Substantial relevant senior administrative experience at an appropriate level, preferably including experience in HDR student management

Proficiency in a range of computing skills including word processing, spreadsheets, databases, internet and email

Highly developed written and verbal communication skills

Highly developed organisational skills and demonstrated ability to set priorities and to meet deadlines

Ability to work independently, show initiative and work productively as part of a team

### **Special Requirements (selection criteria)**

### **Compliance**

#### **Workplace Health and Safety**

All supervising staff are required to undertake effective measures to ensure compliance with the Occupational Safety and Health Act 1984 and related University requirements (including Safety, Health and Wellbeing Objectives and Targets).

All staff must comply with requirements of the Occupational Safety and Health Act and all reasonable directives given in relation to health and safety at work, to ensure compliance with University and Legislative health and safety requirements.

Details of the safety obligations can be accessed at <http://www.safety.uwa.edu.au>

#### **Equity and Diversity**

All staff members are required to comply with the University's Code of Ethics and Code of Conduct and Equity and Diversity principles. Details of the University policies on these can be accessed at [http://www.hr.uwa.edu.au/publications/code\\_of\\_ethics](http://www.hr.uwa.edu.au/publications/code_of_ethics), <http://www.equity.uwa.edu.au>