



POSITION DESCRIPTION

Academic Support Office I Graduate Research Team
Melbourne School of Engineering

Manager, Graduate Research

(Indigenous Australians are encouraged to apply)

POSITION NO	0034477
CLASSIFICATION	PCS 8
SALARY	\$99,199 - \$107,370 p.a.
SUPERANNUATION	Employer contribution of 9.5%
EMPLOYMENT TYPE	Fixed term position available until 20 January 2020
WORKING HOURS	Full time (1FTE)
OTHER BENEFITS	http://about.unimelb.edu.au/careers/working/benefits
CONTACT FOR ENQUIRIES ONLY	mse-hr@unimelb.edu.au

For information about working for the University of Melbourne, visit our websites:

about.unimelb.edu.au/careers

The University of Melbourne

Established in 1853, the University of Melbourne is a public-spirited institution that makes distinctive contributions to society in research, learning and teaching and engagement. It's consistently ranked among the leading universities in the world, with international rankings of world universities placing it as number 1 in Australia and number 32 in the world (Times Higher Education World University Rankings 2017-2018).

To discover more about the University's strategy, *Growing Esteem*, visit:

<https://about.unimelb.edu.au/strategy/growing-esteem>

Melbourne School of Engineering

Melbourne School of Engineering (MSE) has been the leading Australian provider of engineering and IT education and research for over 150 years. We are a multidisciplinary School organised into three key areas; Computing and Information Systems (CIS), Chemical and Biomedical Engineering (CBE) and Electrical, Mechanical and Infrastructure Engineering (EMI). MSE continues to attract top staff and students with a global reputation and has a commitment to knowledge for the betterment of society.

Our ten-year strategy, MSE 2025, is our School's commitment to bring to life the University-wide strategy *Growing Esteem* and reinforce the University of Melbourne's position as one of the best in the world. Investment in new infrastructure, strengthening industry engagement and growing the size and diversity of our staff and student base to drive innovation and develop the transformative technologies of the future are all fundamental principles underpinning MSE 2025.

Graduate Research

The Graduate Research Team manages a cohort of over 700 students in the Master of Philosophy, Doctor of Philosophy and Study Abroad and Exchange research opportunities. The Team is responsible for managing graduate research students from admissions through to thesis examination and for providing students with targeted enrichment opportunities to support their success and completion in these programs.

Position Purpose

You will lead a team of four to deliver the Graduate Research development activities for the School and play a critical role in contributing to MSE 2025. The Manager, Graduate Research reports to the Manager, Academic Support Office and is an integral part of the senior leadership team in the Academic Support Office.

This position is responsible for managing the graduate research students' lifecycle from application through to thesis examination and timely completion, leading enrichment activities that ensure successful student outcomes, developing student recruitment strategies, managing the course and subject change processes for graduate research courses lead the scholarships committee and grievance processes.

You will also be a subject matter expert for our School in research policy in the higher education sector. You will develop and oversee the formulation, analysis and implementation of School policies and procedures in relation to graduate research students that arise from both University and Government level requirements. This will require you to work closely with the School Executive Director, Associate and Assistant Deans, Heads of Schools, Heads of Department, managers in the Academic Support Office and other senior academic leaders and professional staff around the University.

Selection Criteria

ESSENTIAL

- ▶ Demonstrated leadership skills including the ability to motivate, coach and mentor your team and play an active role in the senior leadership group.
- ▶ Excellent communication and interpersonal skills including the ability to foster relationships with professional and academic staff across diverse School and University divisions.
- ▶ Demonstrated ability to establish and implement new policies, procedures and initiatives and to maintain a cycle of continuous improvement.
- ▶ Experience in interpreting and applying complex data analysis, policies, procedures, statutes and regulations in order to provide a high level of advice to a diverse range of clients.
- ▶ Demonstrated capacity to exercise autonomous judgement and a high level of self-motivation, initiative, creativity and sound judgement.
- ▶ Demonstrated ability to effectively influence and negotiate successful outcomes with a range of stakeholders.
- ▶ Demonstrated application of strategic thinking and experience with aligning operations with long term strategic goals.

DESIRABLE

- ▶ Experience in the graduate research area in the tertiary education sector.
- ▶ Knowledge of the University's student administration systems, i.e. Student One

Key Responsibilities

GRADUATE RESEARCH MANAGEMENT

- ▶ Lead the management of the School's cohort of 700+ students in the Master of Philosophy, Doctor of Philosophy and Study Abroad and Exchange research.
- ▶ Manage the assessment review and offers of graduate research applications, including assisting with the triage of prospective student enquiries.
- ▶ Develop, deliver and review MSEs suite of student enrichment activities. These are designed to support the student cohort to deliver timely completions, effective writing skills, check points throughout their research, and to ensure effective supervision of students and management of the graduate research cohort.
- ▶ Lead the graduate research scholarships committee and financial reporting and follow up, including a review of current scoring in place to determine student eligibility.
- ▶ Develop recruitment strategies to attract graduate research students (collaborating with with the Manager, Future Students and senior academics) which would include events and experiences to attract domestic and diverse international students.
- ▶ Manage the course proposal and subject change process for graduate research students. Ensure the accuracy of information in the handbook, on the web and in publicity materials.
- ▶ Lead the high-level grievance management regarding graduate research students from the University's Office of the Provost and Chancellery and determining appropriate outcomes and how best to implement these.

POLICY DEVELOPMENT AND QUALITY ASSURANCE

- ▶ Maintain a comprehensive understanding of research policy in the higher education sector and the impact these will have within the University.
- ▶ Develop and review policies and procedures relating to graduate research students and courses, providing oversight for policy and procedural development across the School.
- ▶ Develop procedures that ensure that the School complies with Government and University wide policies, systems, standards and procedures, providing advice and guidance to ensure compliance.
- ▶ Provide input to local reviews, quality assurance processes and School and University committees and provide meaningful feedback regarding their impact on the School.
- ▶ Utilise a high degree of professional judgement, applying well developed analytical, investigative and reporting skills to achieve operational and strategic objectives. The incumbent is expected to analyse problems and recommend solutions, which may require updating or developing and introducing new procedures or business practices as part of continuous business improvement.

LEADERSHIP AND STRATEGIC PLANNING

- ▶ Effectively motivate, coach and manage your team to achieve goals. This includes setting clear performance expectations, providing regular feedback and documenting performance outcomes, ensuring poor performance is addressed and high performance nurtured and rewarded.
- ▶ Key contributor to the Academic Support Office management team, providing input to strategic business, operational and budget planning where relevant and required.

- ▶ Provide a high level of direction, policy advice and support to the senior academic leaders and professional staff in the MSE about graduate research issues.
- ▶ Undertake projects as required by the Dean, School Executive Director, Manager, Academic Support Office and Assistant and Associate Deans as required.
- ▶ Implement and plan a program of continuous review, including developing tools to measure current business practices in order to promote best practice.
- ▶ Contribute to University Steering Group and Committee involvement and act as the School's expert in graduate research matters.
- ▶ Provide business intelligence data from Student One and provide relevant data analysis, as required.
- ▶ Deliver components of academic supervisor training for new supervisors.

Special Requirements

Due to operational requirements and nature of the role, it may be required at times to work outside normal hours and a flexible approach is necessary. Time off in lieu may apply as per University policies.