



POSITION DESCRIPTION

Position:	6593 HDR Partnerships, Scholarships and Admissions Coordinator
Work Area:	Graduate Research School
Classification:	Level 7
Supervisor:	405 Senior Manager, Operations
Incumbent:	Vacant

VISION

To become Australia's premier regional university.

MISSION

Enriching our regions, connecting with our communities and creating opportunities for all.

VALUES

At UniSC we will:

- Advocate for equitable access to education and knowledge
- Recognise and embrace diversity and inclusion
- Champion environmental sustainable principles and practices
- Commit to fair and ethical behaviour
- Respect our people, our communities, and their potential
- Be accountable to ourselves and each other
- Strive for excellence and innovation in all that we do

OVERVIEW OF GRADUATE RESEARCH SCHOOL

The Graduate Research School (GRS) has responsibility for the policy framework pertaining to research training, managing Higher Degree by Research (HDR) admissions, providing research scholarships, promoting and supporting industry engagement opportunities, administering HDR candidature progression and facilitating the examination of theses and HDR completions. Further, the GRS coordinates year-round skills training and provides opportunities to accelerate career development for all HDR candidates. The GRS supports HDR supervisors and candidates in the following ways:

- administration of applications for admission to HDR programs and registration for HDR supervision, HDR candidature and advice on candidature management;
- coordination of the HDR Scholarships program and advice on scholarship establishment and maintenance;
- coordination of HDR partnerships and advice on HDR industry engagement activities; and
- development, delivery and continuous improvement of the Student Experience Mentor program, the Graduate Research Development Program, and the Supervisor Excellence Program.

PRIMARY OBJECTIVES OF THE POSITION



1. Coordinate the efficient and effective administration of HDR industry partnerships, scholarships and admissions to maximise HDR candidate engagement with industry and subsequent Research Block Grant return
2. Provide expert policy and procedural advice to ensure HDR admission, scholarship and industry partnership processes are consistent, equitable and comply with relevant legislation.
3. Lead portfolio communication and collaboration with internal and external stakeholders on matters related to HDR partnerships, scholarships, and admissions to ensure successful outcomes and a positive experience for all.

NATURE AND SCOPE OF POSITION

Under the broad direction of the Senior Manager, Operations, the HDR Partnerships, Scholarships and Admissions Coordinator is responsible for leading the development, delivery, and continuous improvement of integrated processes for HDR admissions, scholarships and industry engagement.

KEY ACCOUNTABILITIES OF THE POSITION

1. Deliver timely and accurate HDR admissions, scholarships and industry engagement processes including providing direction and training to the Graduate Research School Officer and Administrator, ensuring compliance with relevant policies and legislation, and the provision of accurate information to stakeholders ensuring a positive experience.
2. Continuously work to improve all aspects of HDR admission, scholarships and industry engagement business operating processes to ensure best business practice is achieved and maintained.
3. Monitor relevant legislation and independently develop, review, maintain and interpret policies and procedures in relation to HDR admissions, scholarships and industry engagement, and provide timely expert advice to a range of internal and external stakeholders including HDR Coordinators, supervisors current and prospective students, and industry partners.
4. Apply university complaints processes to support the timely resolution of grievances or complaints that arise through HDR admissions, scholarships or industry engagement processes, including during industry research participation.
5. Effective management of the student information systems, ensuring timely and accurate entry of student data, coordinating data integrity activities, identifying suitable reporting metrics and preparation of reports for the Dean, Graduate Research and relevant committees as required to support strategic and operational planning.
6. Maintenance of relevant content on online platforms.
7. Develop and deliver promotional materials, workshops, training opportunities for students, staff and external stakeholders including contributing to HDR Induction sessions.
8. Monitor research scholarship and industry engagement opportunities for HDR candidates (e.g. industry imbedded PhD programs, industry funded research scholarships) and prioritise team resources to secure



opportunities for research candidates to undertake eligible industry engagement and collaboration (in accordance with relevant legislative instruments);

9. Develop and coordinate HDR industry engagement processes to support increased participation and reporting of eligible end-user engagement activities for completing HDR candidates.
10. Supervise the day-to-day operations of professional staff in the admissions, scholarships, and partnerships team.
11. Undertake other duties within the range of skills normally associated with a position of this classification in an evolving environment as required.
12. Contribute to a positive and safe work environment for you and others, by modelling and promoting conduct that is culturally capable, inclusive, respectful, and ethical.

KNOWLEDGE SKILLS AND EXPERIENCE NECESSARY

Applicants need to demonstrate they meet the following **Selection Criteria**:

1. Completion of a relevant degree and extensive relevant experience in coordinating admissions, scholarships and/or grants processes, related stakeholder engagement and/or recruitment activities or an equivalent combination of relevant experience, education and/or training.
2. Strong relationship management skills and the proven ability to communicate effectively with diverse range of people, stakeholders, and groups in complex organisational structures.
3. Demonstrated ability to interpret and apply relevant government legislative instruments (including monitoring for changes) and university policy and procedures (including maintenance).
4. Well-developed organisational, analytical, and problem-solving skills as well as the demonstrated ability to prioritise conflicting demands and meet deadlines.
5. Ability to identify partnership opportunities, exercise sound judgement, develop innovative solutions, and maintain confidentiality.
6. Exceptional written and verbal communication and interpersonal skills to facilitate professional interaction with a broad range of people.
7. Excellent computing skills including a working knowledge of Microsoft suite of programs and experience in the use of student information management systems.
8. Demonstrated experience in successful project coordination, including change management, monitoring, evaluation, and associated reporting (e.g. delivering improvement projects to schedule and assessing their effectiveness).
9. Demonstrated working knowledge of equity and WHS principles in the workplace.

Additionally, in accordance with UniSC's Staff Code of Conduct – Governing Policy, all staff are expected to display professional behaviour, communicate respectfully, and perform their duties responsibly.



A position description is not intended to limit the scope of a position but to highlight the key aspects of the position. The requirements of the position may be altered in order to meet the changing operational needs of UniSC.

UniSC is committed to creating a work and study environment that values diversity, facilitates equitable access and full participation.