

Position Title	Administrative Officer
Classification	Level 5
School/Division	Office of DVC Research
Centre/Section	Graduate Research School
Supervisor Title	Manager, Thesis Examination
Supervisor Position Number	FSR 109495
Position Number	FSR 320924

Your work area

The Graduate Research School (GRS) sits within the Deputy Vice-Chancellor (Research) portfolio. The GRS provides strategic and academic leadership and management to enhance graduate research training at the University. The GRS manages Admissions, Candidature, Examinations and Scholarship allocations for Higher Degree by Research (HDR) students and applicants, as well as providing skills and professional development to both students and supervisors.

Reporting structure

Reports to: Manager, Thesis Examination

Your role

As the appointee you will, under general direction, provide advice and support from application through to graduation. You will focus on administration, workflows and communication in relation to HDR student progression, supervisor registration and development.

Your key responsibilities

Comply with legislation and University policy relevant to the duties undertaken

Provide accurate information to current and prospective students during face-to-face inquiries at reception, by email, via telephone and/or other channels of communication

Implement a range of administrative functions associated with services provided by the Graduate Research School

Administer the selection and admission processes for HDR applicants, and issue offers of enrolment and Confirmation of Enrolment (COI's)

Assess and process thesis submissions and examinations, according to government and UWA regulations. Refer issues to appropriate authority for approval.

Process all examination recommendations, including exceptional cases according to relevant policy and procedure, once examiners' reports were received.

Set up and coordinate the Viva Voce examinations according to UWA policy

Other duties as directed

Your specific work capabilities (selection criteria)

Relevant tertiary qualification

Substantial relevant administrative experience in a complex environment

Knowledge of relevant policies and procedures for the administration of Higher Degrees by Research

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

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

Highly developed interpersonal, verbal and written communication skills, including the ability to draft cases, correspondence and communicate professionally and effectively with a broad range of people from different backgrounds.

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

Commitment to providing a high level of quality customer service

Special requirements (selection criteria)

Some after-hours work may be required

Compliance

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including:

The University's Code of Conduct hr.uwa.edu.au/policies/policies/conduct/code/conduct

Inclusion and Diversity web.uwa.edu.au/inclusion-diversity

Safety, health and wellbeing safety.uwa.edu.au/