



POSITION DESCRIPTION

Science Secretariat
Faculty of Science

Graduate Research Coordinator

POSITION NO	0050356
CLASSIFICATION	UOM 6
SALARY	\$83,301 - \$90,170 p.a.
SUPERANNUATION	Employer contribution of 9.5%
WORKING HOURS	Full-time
BASIS OF EMPLOYMENT	Fixed term until 19 March 2021
OTHER BENEFITS	http://about.unimelb.edu.au/careers/working/benefits
HOW TO APPLY	Online applications are preferred. Go to http://about.unimelb.edu.au/careers , select the relevant option ('Current Opportunities' or 'Jobs available to current staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	James Perry Tel +61 3 9035 3967 Email james.perry@unimelb.edu.au <i>Please do not send your application to this contact</i>

For information about working for the University of Melbourne, visit our website:
about.unimelb.edu.au/careers

Position Summary

The Graduate Research Coordinator is based within the Students and Academic Services team and is responsible for enhancing the experience of graduate researchers within the Faculty. The role will coordinate key events, manage student candidature variations, and provide accurate and detailed advice relating to the University's and Faculty's policies and procedures.

The incumbent will work closely with the Faculty's academic leadership and the Graduate Research Team Leader to develop and refine processes and programs to maximise the Faculty's ability to support the success of its graduate researchers.

This position reports to the Graduate Research Team Leader.

1. Key Responsibilities

- ▶ Play a lead role in coordinating the bestowal of scholarships, ensuring that the Faculty's targets and objectives are met;
- ▶ Play a lead role in the administration of graduate researchers' candidature variations, including liaising with relevant academic staff;
- ▶ Provide specialised advice to relevant stakeholders relating to University policy and procedures, where required escalating to the Graduate Research Team Leader;
- ▶ Participate in the planning and coordination of enrichment programs, workshops and seminars to support graduate researchers and academic staff;
- ▶ Generate reports as required by the Faculty and/or the Faculty's Schools to enable compliance and strategic planning;
- ▶ Represent the Faculty at relevant Graduate Research Committees;
- ▶ Maintain a high level of knowledge and awareness of changes and developments affecting graduate researchers, with the purpose of providing up-to-date advice to relevant stakeholders and for circulating opportunities available through appropriate channels;
- ▶ Ensure the timely communication of opportunities for graduate researchers, including collating content for the Faculty's newsletter for graduate researchers.

2. Selection Criteria

2.1 ESSENTIAL

- ▶ A relevant tertiary qualification, and experience within a student advising or administrative role, or an equivalent combination of relevant experience, education and/or training;
- ▶ High level interpersonal skills including the capacity to initiate and build strong working relationships with academic and professional staff from across the University;
- ▶ Demonstrated ability to work effectively in a team, as well as independently when required;
- ▶ Experience in managing/ reviewing content for print and electronic publications;
- ▶ Demonstrated ability to interpret and provide advice on established policies and procedures including the ability to recognise when further advice from, or referral to, more senior staff is required;
- ▶ Excellent written and verbal communication skills including report writing skills;

- ▶ Demonstrated ability to prioritise, meet deadlines and work efficiently and accurately in a busy and complex environment with large volumes of activity;
- ▶ Demonstrated knowledge of Microsoft suite, including Word, Excel, PowerPoint and student information systems;
- ▶ Understanding of the tertiary education sector.

2.2 DESIRABLE

- ▶ Experience in event planning, organisation and delivery;
- ▶ Experience working with students from diverse cultural backgrounds.

2.3 OTHER JOB RELATED INFORMATION

- ▶ As a condition of your employment you will be required to apply for and maintain a valid, current employee Working with Children Check;
- ▶ You will be required to occasionally work out of hours for student related enrichment, recruitment, or orientation events.

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

The Graduate Research Coordinator receives general direction from the Graduate Research Team Leader and operates within the broad framework of Faculty and University policy and requirements. The Graduate Research Coordinator will work independently to plan, deliver and evaluate engaging enrichment activities.

The incumbent will be required to form strong working relationships with their counterparts in other faculties, Student and Scholarly Services, as well as with internal and external service providers. The position may also require the incumbent to represent the Faculty at a variety of functions and interact in a professional and informed manner with individuals from a broad range of stakeholder groups.

3.2 PROBLEM SOLVING AND JUDGEMENT

The incumbent will be required to demonstrate sound judgement in the coordination and management of all elements of the role. The Coordinator will be required to liaise with academic and professional colleagues at all levels, as well as students of diverse cultural backgrounds. The incumbent will also have the discretion to provide innovative solutions to problems during activities and within the work area. Recommendations for changing policy and current work practices would be referred to the Graduate Research Team Leader.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The Graduate Research Coordinator is required to have a detailed understanding of University and Faculty admissions and enrolment policy and procedures as well as the student information system. The incumbent should possess excellent computer skills with a demonstrated ability in word processing, web content management, Excel, PowerPoint and the use of databases.

3.4 RESOURCE MANAGEMENT

There is limited budget responsibility associated with this position.

3.5 BREADTH OF THE POSITION

The Graduate Research Coordinator is expected to build strong relationships with the seven Schools in the Faculty of Science as well as professional staff members in Student and Scholarly Services to facilitate the development and delivery of Faculty wide processes, programs and events.

4. Equal Opportunity, Diversity and Inclusion

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the University's People Strategy 2015-2020 and policies that address diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence and reach the targets of Growing Esteem.

5. Occupational Health and Safety (OHS)

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:

<http://safety.unimelb.edu.au/people/community/responsibilities-of-personnel>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

6. Other Information

6.1 SCIENCE SECRETARIAT

The Faculty Secretariat is the administrative unit for the Faculty of Science and all its teaching, research and commercial activities. The Secretariat is responsible for the policy development, planning, implementation and ongoing management of Faculty programs.

6.2 FACULTY OF SCIENCE

<https://science.unimelb.edu.au>

Science at the University of Melbourne is among the most highly ranked Faculties of Science in Australia*. Science is defined by its research excellence in the physical and life sciences and is at the forefront of research addressing major societal issues from climate change to disease. Our discoveries help build an understanding of the world around us.

We have over 150 years of experience in pioneering scientific thinking and analysis, leading to outstanding teaching and learning and offer a curriculum based on highly relevant research, which empowers our STEM students and graduates to understand and address complexities that impact real world issues and the challenges of tomorrow.

We aspire to engage the broader community with the impact that Science has on our everyday lives. Through the strength of our internships and research project offerings, our students are provided opportunities to engage with industry partners to solve real-world issues.

The Faculty of Science has over 53,000 alumni and is one of the largest faculties in the University comprising seven schools: BioSciences, Chemistry, Earth Sciences, Ecosystem and Forest Sciences, Geography, Mathematics and Statistics, and Physics.

The Faculty is custodian of the Bio21 Molecular Science and Biotechnology Institute, Office for Environmental Programs, Australian Mathematical Sciences Institute (AMSI) and home to numerous Centres.

Science manages more than \$315 million of income per annum, with a staff base in the order of 290 professional staff, and more than 630 academic staff.

We offer a range of undergraduate, honours, graduate and research degrees; enrolling over 9,700 undergraduate and 2,400 graduate students. The Faculty of Science is the custodial Faculty for the BSc (Bachelor of Science). The Faculty of Science is a leader in research, contributing approximately \$80 million in HERDC income per annum. The Faculty of Science is highly research focused, performing strongly in the ARC competitive grants schemes, often out-performing the national average. The Faculty of Science is currently growing its competitiveness and standing in the NHMRC space.

*Based on 2018-19 subject rankings by QS and Time Higher Education

6.3 THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Further information about working at The University of Melbourne is available at <http://about.unimelb.edu.au/careers>.

6.4 GROWING ESTEEM, THE MELBOURNE CURRICULUM AND RESEARCH AT MELBOURNE: ENSURING EXCELLENCE AND IMPACT TO 2025

Growing Esteem describes Melbourne's strategy to achieve its aspiration to be a public-spirited and internationally-engaged institution, highly regarded for making distinctive contributions to society in research and research training, learning and teaching, and engagement. <http://about.unimelb.edu.au/strategy-and-leadership>

The University is at the forefront of Australia's changing higher education system and offers a distinctive model of education known collectively as the Melbourne Curriculum. The new educational model, designed for an outstanding experience for all students, is based on six broad undergraduate programs followed by a graduate professional degree, research higher degree or entry directly into employment. The emphasis on academic breadth as well as disciplinary depth in the new degrees ensures that graduates will have the capacity to succeed in a world where knowledge boundaries are shifting and reforming to create new frontiers and challenges. In moving to the new model, the University is also aligning itself with the best of emerging European and Asian practice and well-established North American traditions.

The University's global aspirations seek to make significant contributions to major social, economic and environmental challenges. Accordingly, the University's research strategy Research at Melbourne: Ensuring Excellence and Impact to 2025 aspires to a significant advancement in the excellence and impact of its research outputs.

<http://research.unimelb.edu.au/our-research/research-at-melbourne>

The strategy recognises that as a public-spirited, research-intensive institution of the future, the University must strive to make a tangible impact in Australia and the world, working across disciplinary and sectoral boundaries and building deeper and more substantive engagement with industry, collaborators and partners. While cultivating the fundamental enabling disciplines through investigator-driven research, the University has adopted three grand challenges aspiring to solve some of the most difficult problems facing our world in the next century. These Grand Challenges include:

- ▶ Understanding our place and purpose – The place and purpose grand challenge centres on understanding all aspects of our national identity, with a focus on Australia's 'place' in the Asia-Pacific region and the world, and on our 'purpose' or mission to improve all dimensions of the human condition through our research.
- ▶ Fostering health and wellbeing – The health and wellbeing grand challenge focuses on building the scale and breadth of our capabilities in population and global health; on harnessing our contribution to the 'convergence revolution' of biomedical and health research, bringing together the life sciences, engineering and the physical sciences; and on addressing the physical, mental and social aspects of wellbeing by looking beyond the traditional boundaries of biomedicine.
- ▶ Supporting sustainability and resilience – The sustainability and resilience grand challenge addresses the critical issues of climate change, water and food security, sustainable energy and designing resilient cities and regions. In addition to the technical aspects, this grand challenge considers the physical and social functioning of cities, connecting physical phenomena with lessons from our past, and the implications of the technical solutions for economies, living patterns and behaviours.

Essential to tackling these challenges, an outstanding Faculty, high performing students, wide collaboration including internationally and deep partnerships with external parties form central components of Research at Melbourne: Ensuring Excellence and Impact to 2025.

6.5 GOVERNANCE

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at <http://www.unimelb.edu.au/governance>