

Position Description

Senior Governance and Policy Coordinator

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| Position No: | 50100088 |
| Organisation Unit: | La Trobe Graduate Research School |
| Campus/Location: | Melbourne (Bundoora) |
| Classification: | Higher Education Officer Level 8 (HEO8) |
| Employment Type: | Full time, Continuing |
| Position Supervisor : Number: | Senior Manager, Graduate Research School 50110145 |
| Reports positions: level: | None |
| Other Benefits: | http://www.latrobe.edu.au/jobs/working/benefits |

Further information about:

La Trobe University - <http://www.latrobe.edu.au/about>

Jobs at La Trobe - <http://www.latrobe.edu.au/jobs>

For enquiries only contact:

Clare McCausland, Senior Manager - GRS

TEL: (03) 9479 3892

Position Description

Senior Governance and Policy Coordinator

Position Context / Purpose

The La Trobe Graduate Research School (GRS) aims to support a dynamic and engaged community of researchers La Trobe producing world-class research with impact in society. The GRS contributes to an inspiring research and professional development environment by providing graduate research candidates, their supervisors and all researchers with:

- Modern, professional life-cycle candidature management and administration
- Exciting industry, community and international engagement opportunities
- World-class research education and development initiatives
- Contemporary and academically rigorous research training governance and advice

Reporting to the Senior Manager, Graduate Research School, the Senior Governance and Policy Coordinator will provide high-level support to the GRS Executive and the University's Board of Graduate Research on graduate research policy, procedure and the governance of the University's graduate research program.

Key Areas of Accountability

Policy

- Provide high-level advice to the Graduate Research School Executive on graduate research policy, procedure and broad governance, including advice on sector developments, benchmarking best practice and identifying areas for reform.
- Provide advice in relation to compliance with requirements of relevant internal and external legislation and codes, and support for any related internal or external audits.
- Provide advice to GRS staff, School Directors of Graduate Research and other staff of the University on matters of research training policy and governance.
- Review, develop and communicate new policy and procedures relating to graduate research selection, candidature, progress, supervision and examination.
- Contribute to other areas of policy within the University that impact on research and research training.
- Prepare papers for submission to sector bodies relating to graduate research policy, governance and benchmarking.

Board of Graduate Research

- Act as Executive Officer to the Board of Graduate Research, including:
 - research and writing of papers on key issues of graduate research governance and policy for the Board's consideration
 - preparation and distribution of papers
 - liaison with governance officers of the University for the expediting of Board matters
 - executive support to higher doctorate sub-committee meetings and other sub-committees of the Board of Graduate Research as required

Research misconduct and candidates at risk

- Provide advice to the Dean of Graduate Studies and the Senior Manager GRS in complex candidature cases including candidates at risk.
- Provide advice to the Dean of Graduate Studies, the Senior Manager GRS and other staff of the University, including Academic Misconduct (Research) Officers, on matters relating to research misconduct of graduate research candidates.
- Support the management of 'show cause', research misconduct cases and appeals through the preparation of briefing materials, and the drafting of relevant reports and correspondence on behalf of panel chairs.

Course governance

- Support the review of all higher degree by research course provision at the University.
- Develop new policy and procedures for the governance of research degrees, including rigorous processes for course proposals, amendments and disestablishment.
- Coordinate the drafting and maintenance of handbook and course finder entries for all research degree courses.
- Support the establishment and maintenance of new partnerships with university, industry and philanthropic partners, including the preparation of agreements and MOUs, and consideration of research training regulatory frameworks

Key Selection Criteria

ESSENTIAL

- A relevant degree, with extensive experience, preferably in a policy or governance role, in providing project, administrative and high level executive support to senior management and committees; or an equivalent combination of relevant knowledge, training and/or experience.
- High-level written communication skills, with an emphasis on the ability to write background papers, reports, policy, presentations and correspondence on behalf of the Dean of Graduate Studies.
- Demonstrated flexibility and capability to manage several projects in parallel.
- Excellent interpersonal, negotiation and professional communication skills, with an ability to interact and liaise effectively with staff at all levels of the University and from varying backgrounds. Ability to deal with tact, discretion, empathy and the strictest confidence when dealing with various matters and queries. Ability to establish and nurture strong relationships with key stakeholders.
- Demonstrated understanding of issues affecting research training in Australia and internationally.

DESIRABLE

- Familiarity with, and experience in an area of administration related to the University's research portfolio.
- Graduate research experience, leading to the award of a higher degree.

ESSENTIAL COMPLIANCE REQUIREMENTS

To hold this La Trobe University position the occupant must:

- Hold, or be willing to undertake and pass, a Victorian Working With Children Check; AND
- Take personal accountability to comply with all University policies, procedures and legislative or regulatory obligations; including but not limited to TEQSA and the Higher Education Threshold Standards.

LA TROBE CULTURAL QUALITIES

Our cultural qualities underpin everything we do. As we work towards realising the strategic goals of the University we strive to work in a way which is aligned to our four cultural qualities:

- We are **Connected**: We connect to the world outside — the students and communities we serve, both locally and globally.
- We are **Innovative**: We tackle the big issues of our time to transform the lives of our students and society.
- We are **Accountable**: We strive for excellence in everything we do. We hold each other and ourselves to account, and work to the highest standard.
- We **Care**: We care about what we do and why we do it. We believe in the power of education and research to transform lives and global society. We care about being the difference in the lives of our students and communities.