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| **Position Title**  | Candidature Progression Coordinator |
| **Classification**  | Level 7 |
| **School/Division** | Deputy Vice Chancellor (Research) |
| **Centre/Section** | Graduate Research School |
| **Supervisor Title**  | Manager, Admissions and Scholarships |
| **Supervisor Position Number**   | 315396 |
| **Position Number** | 320904 |

**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 HDR students and applicants, as well as providing skills and professional development to both students and supervisors.

**Reporting structure**

Reports to: Manager, Admissions and Scholarships

Direct reports: HDR Support Officer

**Your role**

As the appointee, you will, under broad direction, focus on administration workflows and communications across the Higher Degree Research Candidate life cycle (commencement, progression and completion).

**Your key responsibilities**

Contribute effectively to the strategic planning for the management of HDR candidates with a view to achieving improvements in line with the University’s strategy.

Assist in developing a culture of adherence by candidates and HDR supervisors to Government (e.g. HESF, TEQSA, AQF, ESOS, etc.) and UWA policies.

Coordinate HDR candidature progression, providing timely feedback and related quality assurance processes.

Coordinate timely responses to direct complainants using appropriate policies and procedures to resolve complaints from supervisors and candidates

Provide accurate and timely advice on progression matters

Develop and implement administrative systems, processes and procedures for the administration of the end-to-end progression processes

Generate related data for reporting on progressions

Monitor and report on active scholarships and provide financial reports

Other duties as directed

**Your specific work capabilities (selection criteria)**

Relevant tertiary qualification or demonstrated equivalent competency

Substantial relevant experience in student administration, specifically with HDR candidates

Experience in the interpretation and application of relevant legislation and policies in a research environment

Knowledge of the strategic direction for research and research training in a University environment

Excellent written and verbal communication skills with the ability to clearly and accurately explain complex policies and procedures

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

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

Experience working with complex databases and electronic systems, gathering, analysing and reporting on data

Demonstrated track record in building and maintaining relationships with key internal and external stakeholders

**Special requirements (selection criteria)**

There are no special requirements

**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 [Code of Ethics and Code of Conduct](https://www.uwa.edu.au/policy/-/media/Project/UWA/UWA/Policy-Library/Policy/Code-of-Conduct/Code-of-Ethics-and-Code-of-Conduct.doc)

Inclusion and Diversity [web.uwa.edu.au/inclusion-diversity](https://www.web.uwa.edu.au/inclusion-diversity)

Safety, health and wellbeing [Safety and Health Policy](https://www.uwa.edu.au/policy/-/media/Project/UWA/UWA/Policy-Library/Policy/Sustainability/Wellbeing/Safety-and-Health/Safety-and-Health-Policy.doc)