



**Australian
National
University**

Position Description

College/Division:	ANU College of Health and Medicine
Faculty/School/Centre:	ANU Medical School
Department/Unit:	56000
Location:	Canberra, ACT
Position Title:	HDR Research Education Officer
Classification:	ANU Officer Grade 5 (Administration)
Position No:	10640
Responsible to:	TBC
Positions reporting to this role:	0
Delegation(s) Assigned:	Nil

PURPOSE STATEMENT:

The ANU College of Health and Medicine (CHM) comprises the School of Medicine and Psychology, the John Curtin School of Medical Research and the National Centre for Epidemiology and Population Health. These schools work together to deliver world-class research and education across the spectrum of medicine and health-related fields, working in partnership with the health sector at local, national and international levels.

The School of Medicine and Psychology is a leading centre of teaching and research in Australia and is committed to excellence in research, teaching, and supervision of research/clinical students across all areas of medicine and psychology. Psychology has notable strengths in clinical, social, cognitive, and developmental psychology, as well as strengths in research methods and human neuroscience. Medicine is committed to extending the boundaries of medical knowledge and improving the health system through research, and to providing students with a research led educational experience.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

The Research Education Officer provides high quality support and service delivery across the School's Higher Degree Research (HDR) programs and research training courses and projects, contributing to efficient and effective administration, communication and reporting, and timely escalation of complex matters to the appropriate coordinator to fulfil student lifecycle requirements. The position will maintain a close working relationship with students, academic and professional staff within the School, the College and the wider University.

Role Statement:

Under general direction, the Research Education Officer will:

- Provide efficient administrative support on all HDR and research training matters including admission, enrolment, milestones, progress reporting, extensions, examinations, scholarships, funding issues and graduation for HDR students, including maintenance of relevant information in the University's Student Administration System.
- Support the HDR Convenor with committee requirements, events and inductions, and the preparation and distribution of periodic and ad hoc reporting.
- Assist with the timely management of communication to staff and students (including written, face to face, and phone calls) and to provide accurate advice in compliance with the University's policies, procedures and legislative requirements, escalating more complex enquiries when needed.
- Assist with the maintenance of the School's web based information relating to HDR and research training, including the development of promotional material with assistance from the School and College Marketing teams.
- Liaise with colleagues across campus, developing a broad base of student administration skills, and actively participate in the continuous process improvement of student related activities and implementation of local and University-wide projects.
- Support a service improvement culture, working collaboratively to consult and gather information, identify solutions and undertake tasks to achieve identified objectives.

- Comply with all ANU policies and procedures and School governance and regulatory compliance, in particular those relating to work health and safety, equal opportunity, code of conduct and sustainable work practices.
- Undertake other duties as required from time to time consistent with the classification level of the position and in line with the principles of multi-skilling.

Note:

As a multi campus School all staff are required to hold a current driver's licence.

SELECTION CRITERIA:

1. Relevant qualification and demonstrated experience in an administrative role in a complex environment or an equivalent combination of relevant experience and education/training and a keen interest in research management.
2. Sound knowledge of administrative practices, including the ability to interpret and apply policies, procedures and legislative requirements.
3. Proven ability to identify problems and opportunities and to participate in problem resolution, undertaking proactive investigative action, identifying and/or managing risks, escalating complex matters when needed, and contributing to solutions, with a focus on continuous improvement.
4. Demonstrated high level customer service and effective communication skills with an ability to consult and liaise effectively with a wide range of stakeholders in a culturally diverse environment whilst maintaining a high level of professionalism and confidentiality.
5. Proven organisational skills and attention to detail, with a demonstrated ability to prioritise own workload and to work effectively both independently and as part of a team, meeting competing deadlines and delivering high quality outcomes.
6. Demonstrated experience using a large enterprise system including the ability to generate complex reports and demonstrated skills using the Microsoft Office suite, in particular Excel.
7. A demonstrated understanding of equal opportunity principles and policies and a commitment to their application in a University context.

The ANU conducts background checks on potential employees, and employment in this position is conditional on satisfactory results in accordance with the [Background Checking Procedure](#) which sets out the types of checks required by each type of position.

Delegate Signature:		Date:	May 2022
Printed Name:	Katrina Chapple	Position:	School Manager

References:

[General Staff Classification Descriptors](#)