

Position Title	Administration Officer
Classification	Level 5
School/Division	Graduate Research School
Centre/Section	Deputy Vice-Chancellor (Research)
Supervisor Title	Manager, Graduate Research Candidature
Supervisor Position Number	FSR 311051
Position Number	FSR 304148

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, Graduate Research Candidature

Your role

As the appointee you will, under general direction, be the first point of contact for the GRS students, University staff, and members of the community. The focus of the position is to provide quality professional services when advising current and prospective students on HDR-related matters.

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

Maintain multiple email accounts/platforms whilst identifying and referring complex or non-standard inquiries to other members of the Team or to other areas of the University/School in a timely manner

Undertake general administration duties including providing support and coverage to the other team members when required

Contribute to the responsibility for the management of a well-organised office, in an environment where confidentiality, responsiveness and proficiency are essential

Other duties as directed

Your specific work capabilities (selection criteria)

Relevant tertiary qualification or demonstrated equivalent competency

Substantial administrative experience, preferably in tertiary or other education sectors

Well-developed interpersonal skills and the ability to communicate effectively with people from a diverse cultures and backgrounds

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

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

High level of attention to detail and accuracy

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 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/