

## Position Description

### Senior Coordinator, Candidature and Progress

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<b>Position No:</b>	50148150
<b>Business Unit:</b>	Deputy Vice-Chancellor Research and Industry Engagement
<b>Division:</b>	Graduate and Global Research
<b>Department:</b>	Graduate Research School
<b>Classification:</b>	HEO7
<b>Employment Type:</b>	Fixed term, Full time
<b>Campus Location:</b>	Campus Independent
<b>Other Benefits:</b>	<a href="http://www.latrobe.edu.au/jobs/working/benefits">http://www.latrobe.edu.au/jobs/working/benefits</a>

Further information about:

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

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### **Position Purpose**

Reporting to the Graduate Research Operations Manager, the Senior Coordinator, Candidature and Progress, manages staff within the Graduate Research School Operations Team that provides end-to-end management and administration of graduate research candidates, from admission to examination.

The Senior Coordinator, Candidature and Progress, manages complex enquiries and tasks with a particular focus on candidature, progress and supervision, including processing candidature variations which involve coursework components.

### **Duties at this level will include:**

- Applies theoretical knowledge or management or policy expertise to bring together diverse and sometimes conflicting information to solve new or one off problems, to develop innovative methodologies, to analyse a situation and propose new responses or solutions or to take a leading role in the application of proven techniques involving considerable theoretical and technical sophistication.
- Performs tasks requiring the application of substantial theoretical and/or professional knowledge and experience to a range of issues and circumstances requiring considerable interpretation.
- Anticipates customer needs/requests, identifying opportunities and facilitating change management.
- Manages staff performing a related set of functions, usually with distinct areas of expertise; including the allocation of responsibilities, review of performance, training and development of staff and development or oversight of program procedures, priorities and quality control systems.
- Provides consultancy advice to others. May be recognised as the expert in a specialised area of theoretical, policy or technical complexity.
- Negotiates solutions where a range of interests have to be accommodated, often requiring working with contributors with different areas of expertise.
- Plans team activities and develops, and implements, processes to support the administration of graduate research degrees, with a particular focus on candidature, progress and supervision.
- Responds to complex graduate research enquiries, in particular relating to candidature, progress and supervisory issues.
- Manages and processes complex variations to candidature, including those which involve coursework components and joint PhDs.
- Coordinates and ensures the integrity of graduate research supervision and progress data for internal and external reporting requirements.
- Liaises with other university administrative teams whose work intersects with graduate research admissions and scholarships, including, Academic Services, Human Resources Information Services and the Research Office.

### **Essential Criteria**

#### **Skills and knowledge required for the position**

- A Degree with at least 4 years subsequent relevant experience to consolidate and extend the theories and principles learned, or extensive experience and management expertise; or an equivalent alternate combination of relevant knowledge, training and/or experience.
- Excellent interpersonal skills, especially the capacity to work collaboratively and cooperatively in small teams.
- Demonstrated organisation and problem solving skills, with an ability to manage several different projects concurrently.
- Demonstrated ability to form a detailed knowledge of academic and administrative policies and the interrelationships between a range of policies and activities.

- Ability to apply theoretical knowledge or management or policy expertise to bring together diverse and sometimes conflicting information to solve problems.
- Demonstrated ability to manage multiple stakeholders to achieve stated outcomes.
- Proven experience and success in managing staff performance and development.
- Demonstrated understanding of graduate research administration or similar is desirable.
- Demonstrated experience working with Student Information System (SIS), or similar.

#### **Capabilities required to be successful in the position**

- Demonstrated commitment to reflective practice and self-development, identifying and challenging own biases, responding to others with empathy and evaluating the way own behaviour impacts team culture and performance.
- Ability to inspire and motivate others towards shared objectives, actively facilitate communication and two-way feedback across the University and create a safe, inclusive, high-performing team culture – consistently modelling and enabling accountability, connection, innovation and care.
- Demonstrated creative, critical and systems thinking, ability to promote a culture of innovation within local area, enabling staff members to evaluate current work practices and identify solutions to local and organisational problems.
- Ability to operationalise strategy, adapt quickly to disruption and successfully lead people through change – building a culture in which staff members actively contribute to the improvement of local and organisational practice.

#### **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.
- To hold this La Trobe University position the occupant must 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.

#### **Other Information**

The position description is indicative of the initial expectation of the role and subject to changes to University goals and priorities, activities or focus of the job.

#### **Position Flexibility**

La Trobe University is committed to providing a diverse, inclusive and respectful working environment for all staff. We offer flexible work arrangements that can assist you in balancing your work and other responsibilities.

#### **Why La Trobe:**

- Develop your career at an innovative, global university where you'll collaborate with community and industry to create impact.
- Enjoy working on our inspiring and stunning campuses – the perfect hub for industry, students and academics
- Help transform the lives of students, partners and communities now and in the future

This is more than just a job. Working at La Trobe offers opportunities to demonstrate excellence and transform lives.

Here, you'll join exceptional people, partners and communities, who power our operations with ambition and purpose.

Our success can be attributed to its strong sense of community. We have a long-standing commitment to diversity, inclusion and social justice; we are committed to providing a workplace where all staff feel valued, respected and supported to achieve their full potential. We strive to build a workplace where all employees of diverse backgrounds, abilities, experiences, sexuality, gender, religion and age are welcome, valued, respected and one that is representative of our community. We demonstrate our cultural qualities by holding ourselves accountable and creating a culture of trust and innovation while genuinely caring for one another.

### La Trobe's Cultural Qualities:

**WE ARE  
CONNECTED**



We are **connected** to each other and the communities around us. We engage with those communities to learn from our past, inform our present and impact our future.

**WE ARE  
INNOVATIVE**



We are **innovative** in tackling the most important issues of our time. We are inquisitive and seek to develop new ideas that positively impact the way we work and the world around us.

**WE ARE  
ACCOUNTABLE**



We are **accountable** for what we do and share a commitment to excellence. We are courageous and respectful in the way we hold ourselves and each other to account.

**WE  
CARE**



We **care** about what we do and value the power of education and research. We care about each other and strive to create a safe and inclusive community.

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For Human Resource Use Only

Initials:

Date: