Manager, Graduate Studies
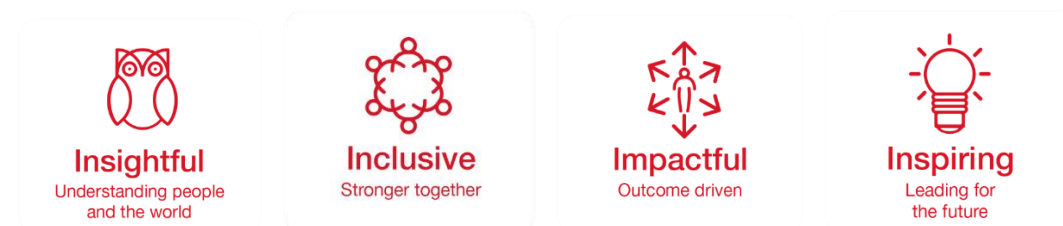## Research Office
Office of the Deputy Vice-Chancellor (Research, Development and Industry)

Classification	Level 8
Delegation Band	Delegations and Authorisations Policy (see Section 3)
Hours per Week	35
Nature of Employment	Continuing
Workplace Agreement	Charles Sturt University Enterprise Agreement
Date Last Reviewed	February 2019

Our University Values

Insightful
Understanding people and the world

Inclusive
Stronger together

Impactful
Outcome driven

Inspiring
Leading for the future

Our Core Competencies

Charles Sturt University (CSU) staff are expected to demonstrate the following competencies:

Set Direction and Deliver Results
- Creating and innovating.
- Delivering results and meeting customer expectations.
- Entrepreneurial and commercial thinking.

Collaborate with Impact
- Relating and networking.
- Working with people.
- Persuading and influencing.

Lead Self and Others
- Adhering to principles and values.
- Deciding and initiating action.
- Adapting and responding to change.

Research Office

CSU is committed to excellence in strategic and applied research. The function of the Research Office is to provide integrated, high quality administrative services that facilitate achievement of the University's strategic priorities in research and research training. Key activities within the Research Office include research higher degree candidature management, research grants and contracts administration, research finance and commercialisation, research information management and reporting, research policy leadership, as well as research development and communication. These activities are undertaken through active liaison with internal and external stakeholders.

Information on the University's research and research training profiles is available at http://www.csu.edu.au/research/

Organisational Chart

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              ┌─────────────────────┐
              │  Director, Research  │
              └─────────────────────┘
                        │
              ┌─────────────────────┐
              │ Graduate Studies Team│
              └─────────────────────┘
                        │
              ┌─────────────────────┐
              │ Manager, Graduate    │
              │ Studies              │
              └─────────────────────┘
                        │
        ┌───────────────┴───────────────┐
┌──────────────────┐         ┌──────────────────────┐
│ Graduate Studies │         │ Team Leader,         │
│ Liaison Officers │         │ Candidature and      │
│ x 3              │         │ Scholarships         │
└──────────────────┘         └──────────────────────┘
                                      │
                          ┌───────────┴──────────┐
                          │ Candidature and      │
                          │ Scholarships Officer │
                          └──────────────────────┘
                          ┌──────────────────────┐
                          │ Candidature          │
                          │ Management Officers  │
                          │ x 2                  │
                          └──────────────────────┘
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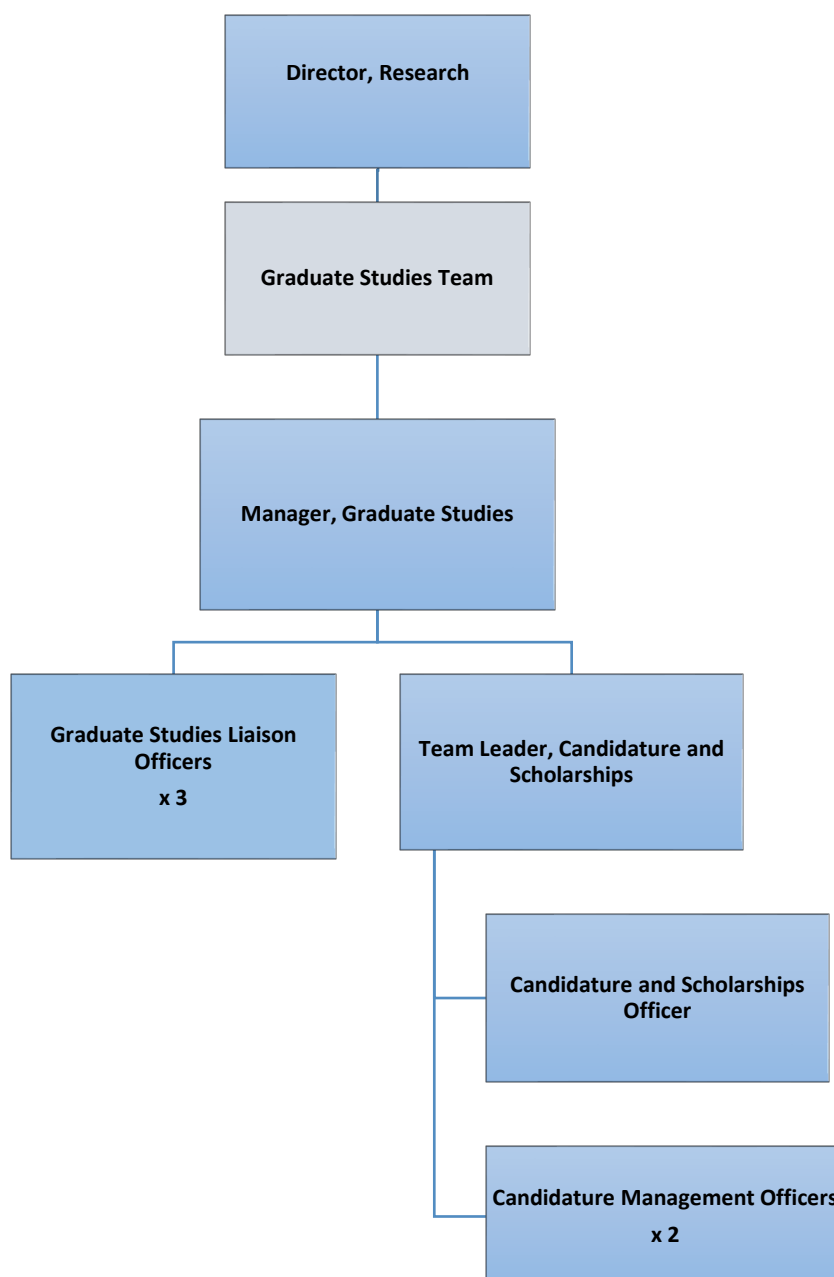
Reporting Relationships

This position reports to: Director, Research Office

This position supervises: Team Leader, HDR (Level 7)
                                       3 x Faculty Graduate Studies Officer (Level 6)

Key Working Relationships

- Sub–Dean, Graduate Studies
- Division of Student Administration
- Academic staff/Principal Supervisors for HDR Students

Position Overview

The Manager, Graduate Studies provides significant leadership in liaison, support and development to advance research training in the University. The position combines coordination of the Graduate Studies Team of the Research Office with creation, documentation, implementation and improvement of the policies and operational systems for effective Higher Degree by Research (HDR) management at CSU. This role involves complex and high level creative planning, and strategic policy and operational advice.

Principal Responsibilities

- Providing strong leadership and direction for the Graduate Studies Team, and ensuring appropriate mentoring and professional development of staff within the Group.

- Managing the highly complex matters, particularly with University wide implications, relating to HDR and research training support.

- Collaborating with IT in the maintenance and development of Research Master, to enable best practice in the management of HDR data.

- Providing direction for the development of HDR support in the University by identifying the need for new policies and strategies and working with colleagues to develop and implement changes.

- Developing, documenting, implementing and reviewing policy and procedures relating to research students for the organisation within a quality framework.

- Representing the Research Office and acting as a focal point for knowledge about research training policy for the University, and using this as the basis for pro-active engagement with stakeholders from all parts of the organisation, particularly those from the academic organisational units, and Research Centres.

- Liaising with relevant Faculty staff to ensure effective support and responsiveness by Candidate Engagement Coordinators.

- Assisting the Director, Research in future research training directions for the Research Office.

- Assisting in coordinating the University's various reports required by external organisations and within the University, and preparing papers, recommendations, submissions and reports needed for this purpose.

- Modelling the Research Office's operating principles and service culture to effect cultural change.

- Undertaking other duties appropriate to the classification as required by the Research Office to meet the needs of the University.

Physical Capabilities

The incumbent may be required to:

- Work in other environments beyond the school such as other campuses as well as possible car and air travel. It will include work with a diverse range of staff, students and community members.

- On occasion drive a university vehicle distances up to 500kms per day within the terms of the University's Driving Hours Guidelines and Policy available at https://policy.csu.edu.au/document/view-current.php?id=184.

Selection Criteria

Applicants are expected to address the selection criteria when applying for this position.

Essential

A. A degree with substantial extension of the theories and principles, normally requiring at least eight years relevant graduate experience; or a range of management experience; or postgraduate qualifications with relevant experience; or an equivalent level of knowledge gained through any other combination of education, training and/or experience.

B. High level skills in the management and leadership of teams in a high workflow environment, including proven problem solving and analytical skills to manage a diverse workload across multiple sites;

C. Demonstrated experience in the formation, planning, development and implementation of policies, procedures and projects with a focus on contributing to organisational goals;

D. Excellent interpersonal and communication skills, including the ability to negotiate and build relationships with a diverse range of people and with key external bodies;

E. Demonstrated ability to interpret legislation or other similar complex policy.

Desirable

F. A broad understanding of the Higher Degree by Research environment in a University.

G. Experience with student database systems.

Information for Prospective Staff

Your Application

E-recruitment is the method by which CSU manages its recruitment processes and it is preferred that all applications be lodged using this method. Please refer to www.csu.edu.au/jobs/.

If intending applicants are unable to access this website, please contact the HR Service Centre on 02 6338 4884.

Staff Benefits

CSU is committed to providing an employment environment that fosters teamwork, innovation, reflective practice, continual learning, knowledge sharing and opportunities for staff to achieve their full potential. CSU is committed to providing a flexible working environment that encourages employees to live a balanced lifestyle, combining work and family responsibilities.

To find out more: http://www.csu.edu.au/jobs/working-with-us/benefits-and-rewards.

Essential Information for Staff

- All employees have an obligation to comply with all the University's workplace health & safety policies, procedures and instructions and not place at risk the health and safety of any other person in the workplace;

- All employees are required to be aware of and demonstrate a commitment to the principles of equal opportunity in the workplace;

- All employees are to ensure the creation and maintenance of full and accurate records of official University business adheres to the University's Records Management Policies;   and

- All employees are expected to undertake an induction program on commencement.

Further information regarding the policy and procedures applicable to Workplace, Health and Safety and Equal Opportunity can be found on the CSU website http://www.csu.edu.au/division/hr/.

Further information regarding the policies and procedures of CSU can be found in the CSU Policy Library at: https://www.csu.edu.au/about/policy.

The following links are listed from CSU Policy Library on relevant specific policies:

- Code of Conduct
- Staff Generic Responsibilities Policy
- Delegations and Authorisations Policy
- Outside Professional Activities Policy
- Intellectual Property Policy