



POSITION DESCRIPTION

Position:	405 Senior Manager, Operations
Work Area:	Graduate Research School
Classification:	Level 9
Supervisor:	4470 Dean of Graduate Research
Incumbent:	Vacant (two days per week job share)

VISION

To become Australia's premier regional university.

MISSION

Enriching our regions, connecting with our communities and creating opportunities for all.

VALUES

At UniSC we will:

- Advocate for equitable access to education and knowledge
- Recognise and embrace diversity and inclusion
- Champion environmental sustainable principles and practices
- Commit to fair and ethical behaviour
- Respect our people, our communities, and their potential
- Be accountable to ourselves and each other
- Strive for excellence and innovation in all that we do

OVERVIEW OF GRADUATE RESEARCH SCHOOL

The Graduate Research School has responsibility for the policy framework pertaining to research training, managing admissions, providing research scholarships, administering candidature progression and facilitating the examination of theses. Further, the Graduate Research School coordinates year-round skills training and provides opportunities to accelerate career development for all Higher Degree by Research (HDR) candidates. The Graduate Research School supports HDR supervisors and candidates in the following ways:

- administration of HDR candidature and advice on candidature management;
- coordination of the HDR Scholarships program and advice on scholarship establishment and maintenance; and
- development, delivery and continuous improvement of the Graduate Research Development Program (for HDR students) and the Supervisor Excellence program (for HDR supervisors).

PRIMARY OBJECTIVES OF THE POSITION

1. Lead and manage the HDR Partnership, Scholarships and admission, or candidature progression, thesis examinations operations of the Graduate Research School.



2. Lead and manage the development of candidature management systems, or research partnership, scholarship and admissions systems
3. Provide a central point of contact and expertise on HDR programs

NATURE AND SCOPE OF POSITION

Under the broad the direction of the Dean of Graduate Research, the Senior Manager(s), Operations will lead the overall operations of the Graduate Research School including establishing team goals and managing workflows in accordance with the institutional research strategy and developing the staffing strategy. The Senior Manager will provide a central point of contact and expertise on HDR programs and provide strategic and operational advice to senior staff, researchers and other relevant professional staff. They will also ensure that team members can provide accurate, up-to-date and timely advice.

The Dean, Graduate Research is seeking an incumbent to job-share the role in a fixed-term, part-time capacity until to the end of 2025. The role will be divided across two portfolios of work:

- 3 days per week HDR Partnerships, Scholarships and Admissions
- 2 days per week HDR Candidature Progression and Completions (open for applications)

The appointed applicant will be responsible for the full functions of the role for one of the above portfolios, depending on their background in higher degrees by research coordination and management.

KEY ACCOUNTABILITIES OF THE POSITION

1. Lead and manage the development, implementation and continuous improvement of all HDR related policies, procedures, systems, forms and guidelines including benchmarking activities.
2. Lead the development and implementation of the Graduate Research School operational plan and staffing strategy in support of the strategic plan.
3. Ensure the University's compliance with government policy and guidelines associated with higher degrees by research.
4. Identify and manage projects to further the team's capacity and operational effectiveness across systems and processes that support HDR admissions, candidature progress, thesis examinations and research scholarships.
5. Ensure the staff who support HDR admissions, candidature progress, thesis examinations and research scholarships can independently relate existing policies (internal and government) to day-to-day HDR operations.
6. Establish and maintain effective relationships with key stakeholders internally and externally within the higher education sector.
7. Lead the development and implementation of efficient and clear workflows and processes across the university.
8. Lead and manage HDR compliance activities such as TEQSA re-registration.
9. Develop and provide regular reports from the student administration system and provide relevant advice for internal reporting and institutional compliance activities.



10. Contribute to a positive and safe work environment for you and others, by modelling and promoting conduct that is culturally capable, inclusive, respectful, and ethical.

KNOWLEDGE SKILLS AND EXPERIENCE NECESSARY

Applicants need to demonstrate they meet the following **Selection Criteria**:

1. Relevant degree and postgraduate qualifications or be progressing towards a postgraduate qualification with relevant experience in research leadership and extensive expertise in all aspects of HDR and research development.
2. Proven experience in the development, interpretation and application of government policy and guidelines associated with higher degrees by research.
3. High-level computer literacy including substantial experience working with information systems, particularly reporting functionality applied to HDR candidature management
4. Superior interpersonal skills including the ability to communicate effectively in written and verbal forms to a variety of stakeholders to convey information, influence and gain acceptance of ideas and successfully engage different stakeholder groups within the institution to influence broader institutional objectives.
5. Successful experience in research leadership and extensive expertise in all aspects of HDR and research development.
6. A sound understanding of broader issues in research in the higher education sector.

Additionally, in accordance with USC's Staff Code of Conduct – Governing Policy, all staff are expected to display professional behaviour, communicate respectfully, and perform their duties responsibly.

A position description is not intended to limit the scope of a position but to highlight the key aspects of the position. The requirements of the position may be altered in order to meet the changing operational needs of USC.

USC is committed to creating a work and study environment that values diversity, facilitates equitable access and full participation.