



## POSITION DESCRIPTION

Melbourne School of Engineering

### Graduate Research Officer

POSITION NO	0046212
DEPARTMENT	Academic Support Office
CLASSIFICATION	PSC 5
SALARY	\$68,892 - \$79,130 p.a.
SUPERANNUATION	Employer contribution of 9.5%
WORKING HOURS	Part time (0.8 FTE)
REPORTS TO	Manager, Graduate Research
DIRECT REPORTS	Nil
BASIS OF EMPLOYMENT	Fixed Term for 12 months
LOCATION	Parkville campus <i>This position may be required to travel to and work across multiple campuses</i>
CONTACT	MSE Human Resources <a href="mailto:mse-hr@unimelb.edu.au">mse-hr@unimelb.edu.au</a>

For information about working for the University of Melbourne, visit our website:  
[about.unimelb.edu.au/careers](https://about.unimelb.edu.au/careers)

## The University of Melbourne

Established in 1853, the University of Melbourne is a public-spirited institution that makes distinctive contributions to society in research, learning and teaching and engagement. It's consistently ranked among the leading universities in the world, with international rankings of world universities placing it as number 1 in Australia and number 32 in the world (Times Higher Education World University Rankings 2017-2018).

To discover more about the University's strategy, *Growing Esteem*, visit:  
<https://about.unimelb.edu.au/strategy/growing-esteem>

## Melbourne School of Engineering (MSE) - MSE 2025 Strategy

Melbourne School of Engineering (MSE) has been the leading Australian provider of engineering and IT education and research for over 150 years. We are a multidisciplinary School organised into three key areas; Computing and Information Systems (CIS), Chemical and Biomedical Engineering (CBE) and Electrical, Mechanical and Infrastructure Engineering (EMI). MSE continues to attract top staff and students with a global reputation and has a commitment to knowledge for the betterment of society.

Our ten-year strategy, MSE 2025, is our School's commitment to bring to life the University-wide strategy *Growing Esteem* and reinforce the University of Melbourne's position as one of the best in the world. Investment in new infrastructure, strengthening industry engagement and growing the size and diversity of our staff and student base to drive innovation and develop the transformative technologies of the future are all fundamental principles underpinning MSE 2025

## Graduate Research Team

The Graduate Research Team sits within the School's Academic Support Office and is responsible for coordinating graduate research admission, managing enquiries from prospective and current students, providing support and enrichment opportunities throughout a student's candidature.

Other operational units within the Melbourne School of Engineering include Advancement, Finance, Business Analysis, Human Resources, IT Services, Marketing, Research Services, Technical and EHS Services, Careers & Industry and the Office of the Dean. These professional service units provide a range of services to the five academic departments within the School.

## Position Purpose

The Graduate Research Officer will be based in the Academic Support Office, reporting to the Manager, Graduate Research. The Graduate Research Team is responsible for achieving the Graduate Research commencement and retention targets, contributing to the development of procedures and streamlining processes building towards the MSE 2025 strategy.

This role is responsible for the timely delivery of a number of processes required for the effective administration of graduate research training programmes. The Graduate Research Officer will be responsible for the provision of accurate and detailed information and advice in relation to selection, admissions and current candidature processes.

The role requires a high-level of interpersonal skills and strategies for dealing with a diverse range of stakeholders with different needs in a dynamic and complex environment, including: Department Coordinators, The Assistant Dean (Research Training), University Services and current and prospective students.

## Selection Criteria

### EDUCATION / QUALIFICATIONS

- ▶ A tertiary qualification or an advanced diploma with subsequent work experience or an equivalent combination of experience in a similar role.

### ESSENTIAL – KNOWLEDGE & SKILLS

- ▶ Excellent interpersonal communication and relationship building skills, including the ability to effectively communicate with stakeholders and deliver high quality client service;
- ▶ Strong organisational skills with a demonstrated ability to prioritise workloads and ensure the timely delivery of activities in a busy environment with large volumes of activity;
- ▶ Strong problem-solving skills and judgement to analyse complex problems and provide appropriate solutions;
- ▶ Ability to interpret and apply complex policies and procedures to structure and present information clearly and consistently to a diverse range of stakeholders (e.g. students, academics and inter-departments).
- ▶ Ability to work collaboratively, positively and flexibly both in a team and independently in to achieve operational requirements in busy environment with changing demands.
- ▶ Strong attention to detail, accuracy and proficiency when completing tasks.

### DESIRABLE – KNOWLEDGE & SKILLS

- ▶ Proficiency in the University's student administration system, Ci, CiA and Learning Management System (LMS).
- ▶ High-level Excel ability and demonstrated experience using computer/web-based databases and systems.

## Special Requirements

Due to operational requirements and nature of the role, it may be required at times to work outside the normal spread house and a flexible approach is necessary. Time off in lieu or appropriate overtime rates apply as per the University policies.

## Key Responsibilities

### ADMISSIONS AND SCHOLARSHIPS

- ▶ Assess, process and monitor application progress through the various channels to ensure applications are processed in a timely manner; this includes the coordination of applications to various departments, and/or selection committees, liaising with relevant

academic staff to ensure outcomes are provided and applications are processed within the University deadlines;

- ▶ Calculate the scholarship score for graduate applicants using the University Scholarship Calculator and provide advice and recommendations to academic staff, Department coordinators and/or the selection committees regarding eligibility of applicants;
- ▶ Work closely with our main stakeholders, including International and Graduate Research admissions, Melbourne Scholarships Office and Departmental staff to ensure the fastest possible application turn-around time;
- ▶ Be a contact point for commencing graduate research students and provide expert course advice on a range of matters, including but not limited to entry requirements, course structures;
- ▶ Ensure efficient systems are in place to manage daily enquiries from prospective students.

## CANDIDATE MANAGEMENT

- ▶ Be a contact point for graduate research students, providing expert advice in the degree programme, enrolment, subject cancellations and completion of course, or other issues requiring and understanding of University, School and Department regulations and practice;
- ▶ Accurate processing and monitoring of leave of absence requests, change of supervisor, confirmation of candidature, progress reports, extension requests and lapsed candidature;
- ▶ Participate in the coordination of enrichment workshop, monitoring and incorporating feedback for future events.

## POLICY AND REPORTING

- ▶ Generate application and acceptance reports from the university student system, to ensure the School meets best practice in processing applications in a timely manner;
- ▶ Assist with the preparing reports, including statistical reports, as required;
- ▶ Provide advice and interpretation on University policy to students, Department coordinators, selection committees and working groups as required.

## Job Complexity, Skills, Knowledge

### LEVEL OF SUPERVISION / INDEPENDENCE

The incumbent is expected to operate with a high level of independence for day-to day activities and proactively determine tasks and priorities to achieve set goals. The incumbent will be required to be proficient in a range of the School's policies and procedures and will regularly be required to demonstrate this by applying such knowledge to various queries and assignments.

Some tasks will involve working closely with the other members of the team. Matters that may affect the standing of the University or its research objectives are referred to senior colleagues as appropriate.

### PROBLEM SOLVING AND JUDGEMENT

The position requires enthusiasm, initiative, flexibility and the ability to prioritise and manage a wide range of activities. The incumbent is expected to problem solve, through the standard

application of theoretical principles and techniques. The incumbent will exercise a high level of initiative and judgement and will work autonomously on a number of tasks. The incumbent will be expected to perform work assignments guided by policy, precedent, professional standards and managerial or technical expertise. Team work is a core value of the Graduate Research Team. Good judgement is expected about when to consult and escalate enquiries. The incumbent will be required to exercise excellent judgement in managing workload and prioritising tasks in an area with often tight deadlines and conflicting demands.

## **PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE**

A detailed knowledge of the University's academic and administrative policies and procedures is required to ensure that key responsibilities are executed, and key processes are followed.

An understanding of issues affecting staff in an academic environment is important, along with the capacity to work with a range of people at different levels within the University, and externally.

## **RESOURCE MANAGEMENT**

The Graduate Research Officer, in conjunction with the Manager, Graduate Research and the team is expected to lead and implement plans for improving processes, and the student experience consistent with the MSE 2025 vision.

## **BREADTH OF THE POSITION**

The Graduate Research Officer communicates with a diverse range of people including School academic and administrative staff, University administrative staff, other faculties and departments in the University, and students. The incumbent will represent the School and University in interactions with stakeholders as required. The incumbent is expected to provide a high level of service to students and staff and demonstrate a commitment to the success of the Engineering student experience activities and initiatives.