



POSITION DESCRIPTION

Position:	112 Administration Officer, HDR and Honours
Work Area:	Academic Support Unit, School Academic Support
Classification:	Level 5
Supervisor:	5374 Team Leader, School Operational Support

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 THE ACADEMIC SUPPORT UNIT

The Academic Support Unit (ASU) provides complex academic support services across multiple locations that support the academic delivery of the University, ranging across work integrated learning, technical operations, and school administration. The ASU provides expertise and support for innovative teaching, research excellence and outstanding learning experiences for students, ensuring these core activities meet legislative and governance requirements, and contribute to the effective and efficient operation of the schools.

PRIMARY OBJECTIVES OF THE POSITION

1. Provide high-level administration support to ensure the efficient coordination of the Higher Degree by Research (HDR) and Honours processes, including liaising with Supervisors, Coordinators and Students.
2. Ensure compliance with relevant policy and procedures governing Honours and HDR programs.
5. Enhance processes using a continuous improvement and best practice ethos.



NATURE AND SCOPE OF POSITION

Under the general direction of the Team Leader, School Operational Support the Administration Officer – HDR and Honours provides high-level administrative support to Higher Degrees by Research (HDR) and Honours Supervisors, Coordinators and Students to ensure the efficient coordination of both processes for all Schools. In order to provide accurate advice, the position requires an understanding of the University's structure, programs, policies and operations, and the ability to apply this knowledge to undertake effective management of the day-to-day operations and communications that support academic delivery of these programs.

KEY ACCOUNTABILITIES OF THE POSITION

1. Coordinate the lifecycle of Honour students, from engagement, enrolment, orientation to successful completion, while concurrently monitoring and tracking their academic progress, ensuring accurate documentation and timely updates.
2. Facilitate the preparation, administration, and coordination of legal agreements related to Honours alongside our Legal representative.
3. Oversee the process of releasing funding support for students enrolled in Honours, ensuring efficiency and adherence to funding guidelines.
4. Coordinate student oral presentations for Honours and HDR programs, including scheduling, logistics coordination, and support services as needed.
5. Assist in coordinating and facilitating the research plan and written thesis examination process for students enrolled in Honours, ensuring adherence to examination procedures and timelines.
6. Administer honorarium payments for individuals involved in Honours, ensuring accurate processing and compliance with payment policies.
7. Develop and implement strategies to promote potential Honours projects to prospective students, including targeted marketing initiatives and informational sessions.
8. Generate and provide reports, and actively participate in the review and improvement of administrative processes related to Honours and HDR programs.
9. Assist new and ongoing HDR students in allocating equipment and workspace, ensuring their needs are met effectively.
10. Act as a liaison and facilitate communication between the ASU and other UniSC departments involved in Honours and HDR coordination, fostering collaboration and synergy.
11. Regularly review and update process documents and guidelines related to Honours and HDR programs, ensuring accuracy and alignment with best practices and organisational requirements.
12. 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.
13. Perform other duties within the range of skills normally associated with a position of this classification in an evolving environment as required.



KNOWLEDGE SKILLS AND EXPERIENCE NECESSARY

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

1. Completion of a degree, or an equivalent combination of relevant experience and / or education or training.
2. Commitment to providing a high level of quality client service.
3. Capacity to collate and analyse data sets and other information to produce reports.
4. Exceptional written and verbal communication, interpersonal and relationship management skills to enable professional interaction with a broad range of people.
5. Advanced organisational and interpersonal skills including the ability to handle multiple-tasks and competing deadlines simultaneously, and work as an effective team member and autonomously.
6. The ability to exercise sound judgement, use initiative, maintain confidentiality and handle sensitive matters discreetly.
7. Advanced computer literacy including the ability to use databases, electronic diaries and Microsoft 365 applications such as Share Point, Teams, Excel, Word, PowerPoint, the internet and the ability to learn new systems/packages/processes quickly and effectively.

While this role is primarily based at USC Sippy Downs campus, some travel between campuses may be required to support the administrative requirements of other campuses and institutes.

Additionally, in accordance with UniSC'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 UniSC.

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