

Position Title	Higher Degree Research Officer
Group/Portfolio	Division of the Deputy Vice Chancellor (Research) / Griffith Graduate Research School
Classification	HEW 6
Position Number	00040263
Reports To	Manager, HDR Client Services
Employment Type	Fixed Term

1.0 Position Purpose

The Higher Degree Research Officer reports to the Manager, HDR Client Services and works with a high degree of autonomy under broad direction. The focus of this position is to provide administrative support and advice in the areas of admissions, enrolments and candidature management. The Higher Degree Research (HDR) Officer provides advice to Deans (Research), HDR Convenors, Heads of Element and Element administrators and responds to HDR candidate enquiries relating to Higher Degree Research admission, enrolment, progression, scholarship and credit, with reference to Higher Degree Research and University policies and procedures. The HDR Officer co-ordinates a number of key administrative functions related to admission, enrolment, and candidature management.

2.0 Eligibility Requirements

- The occupant of this position will hold a degree in a relevant discipline, or an equivalent combination of relevant experience and/or education/training.

3.0 Key Responsibilities

- Provide accurate and timely advice to current and prospective HDR candidates, academic and non-academic staff on the admission requirements, scholarship eligibility, candidature variations, candidature progression, academic supervision, completion processes and thesis submission.
- Gather, analyse and report data and information relating to commencements, progression, milestones, lapsing and other HDR candidature activities to assist in informing process decisions regarding HDR cohorts.
- Review, evaluate and process applications for eligibility for admission to higher degree research candidature and recommend accordingly to the Dean, Griffith Graduate Research School.
- Collaborate with Deans (Research), HDR Convenors, the Director and Dean GGRS to resolve more complex issues relating to HDR matters.

- Co-ordinate annual progress milestone reviews for relevant academic Group/Element.
- Liaise with Heads of Element, HDR Convenors and the Deans (Research) on applications that are inconsistent with standard admission policy.
- Liaise with Heads of Element, Deans (Research), Element Administrators, the Griffith International Office and Student Administration to assist with the resolution of HDR candidates' admission, enrolment and candidature issues.
- Provide advice to HDR candidates and action requests for changes to their enrolment and other candidature details e.g. leave of absence, supervision changes, program transfers/upgrades, credit applications.
- Create and amend records and information on PeopleSoft as appropriate and provide written advice/information to HDR candidates.
- Participate in recruitment and orientation activities for Higher Degree Research candidates.
- Promote and demonstrate cultural behaviour in accordance with the Fraud and Corruption Control Framework and the University's Integrity program. This includes acting with integrity in undertaking duties and implementing processes to effectively prevent, detect, and respond to fraud and corruption within the University.
- Ensure compliance with relevant legislation and University policies and procedures, including equity and health & safety and exhibit good practice in relation to same.
- Be a leading example of the principles and values embodied in the University's Code of Conduct, and behave, act and communicate at all times to reflect fairness, ethics and professionalism.

4.0 Key Capabilities

- Griffith University identifies the attributes of resilience, flexibility, creativity, digital literacy and entrepreneurship as critical to our graduates' success, in the rapidly changing future world of work. We have established a Griffith University Capability Development Framework to provide a common language of some of the non-technical organisation skills that will support our staff to thrive now and into the future. The Capability Development Framework will assist you to understand the current skill level of this position in the non-technical but critical skill domains that are increasingly important in a changing workplace context.

To read about some of the non-technical organisation skills for this position, please see the Leads Self section of our [Capability Development Framework](#).