

Position Title	HDR Progress and Completions Officer
Group/Portfolio	Division of the Deputy Vice Chancellor (Research) / Griffith Graduate Research School
Classification	HEW 6
Position Number	00064170
Reports To	HDR Operations Team Leader (Progress and Completions)
Employment Type	Fixed term

1.0 Position Purpose

The HDR Progress and Completions Officer is responsible for administering the HDR thesis examination lifecycle including submission, examination and completion. The role supports the University's objectives towards timely completions by ensuring these services are efficient, effective and aligned with University Policies. The role also supports achievement of University targets through the ongoing monitoring, collation and reporting of data.

In addition, the role provides support to the HDR Operations Team Leader (Progress and Completions) in coordinating both candidate progress and completion activities in order to deliver high quality service, and proactively identifies ways to improve and streamline business processes.

2.0 Eligibility Requirements

- The occupant of this position will hold a relevant degree with substantial relevant experience, or an equivalent combination of education, skills and experience in the tertiary education sector.

3.0 Key Responsibilities

- Create, process and manage data and information using various complex systems, ensuring data integrity and accuracy at all times.
- Prepare written material and correspondence to inform a range of internal and external clients regarding progress and theses management matters.
- Provide advice to clients on systems, policies and procedures pertaining to the Progress Review and Thesis examinations areas and Higher Degree Research more broadly.
- Consider and resolve complex HDR Progress Review and Thesis Examinations matters, escalating as appropriate to the HDR Operations Team Leader (Progress and Completions).
- Assist the HDR Operations Team Leader (Progress and Completions) in the ongoing review and refinement of business processes and related resources for HDR progress and completions activities, including updates to webpages.

- In conjunction with the HDR Operations Team Leader (Progress and Completions), provide leadership within the team to ensure a client focused approach and promote best practice in service delivery across all service interface channels, and assist in the day-to-day management of the team, including workload distribution.
- Support the HDR Operations Team Leader (Progress and Completions) with the collection and accurate collation and reporting of data and statistical outcomes for provision to School Executive.
- Act as the HDR Operations Team Leader (Progress and Completions) during periods of leave.
- 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.
- Lead and promote compliance with relevant legislation and University Policies and Procedures including equity and health and 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](#).