

<b>Position Title</b>	HDR Progress and Completions Support Officer
<b>Group/Portfolio</b>	Office of the Deputy Vice Chancellor (Research) / Griffith Graduate Research School
<b>Classification</b>	HEW 5
<b>Position Number</b>	00053129
<b>Reports To</b>	HDR Operations Team Leader (Progress & Completions)
<b>Employment Type</b>	Continuing

## 1.0 Position Purpose

The Higher Degree Research (HDR) Progress and Completions Support Officer is responsible for supporting higher degree research operations, specifically undertaking key activities associated with candidature progress review and thesis examination functions. The position supports the HDR Progress and Completions Officer and the HDR Operations Team Leader (Progress and Completions) to deliver high quality service and support the University's objectives towards timely completions.

## 2.0 Eligibility Requirements

- The occupant of this position will possess relevant tertiary qualification and subsequent work experience or equivalent combination of relevant experience and/or education and training.

## 3.0 Key Responsibilities

- Coordinate the administration of Higher Degree Research candidate progress and thesis examination activities, including the processing of a range of HDR candidate requests.
- Process, manage and report data and information using various complex systems, ensuring data integrity and accuracy at all times.
- Review and update communication templates, forms, Promapp's, webpages and other information as required. to ensure processes and systems support the timely completion of progress review and thesis examination activities
- Provide accurate and timely written and oral advice to clients on systems, policies and procedures pertaining to progress and thesis examination requirements, as well as the Higher Degree Research lifecycle more broadly.

- Troubleshoot and provide assistance to internal and external clients.
- Undertake other activities as directed, including working across other operational areas of the Griffith Graduate Research School to meet work demands as required.
- 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](#).