

<b>Position Title</b>	HDR Partnerships Officer
<b>Group/Portfolio</b>	Division of the Deputy Vice Chancellor (Research) / Griffith Graduate Research School (GGRS)
<b>Classification</b>	HEW 6
<b>Position Number</b>	00063549
<b>Reports To</b>	Dean, GGRS
<b>Employment Type</b>	Fixed Term

## 1.0 Position Purpose

The Higher Degree Research (HDR) Partnerships Officer is responsible for supporting the promotion, development and maintenance of HDR partnerships, including with local, national and international organisations. The role will support activities that lead to a growth in external industry engagement activities and funding opportunities. They will help to maximise the University-wide approach to Higher Degree Research placements and experiences in the context of graduate employment.

Working closely with the HDR Partnerships Coordinator, the role holder will provide advice and support to a wide range of stakeholders across the University, including to Higher Degree Research (HDR) candidates and academics. They will be based in the Griffith Graduate Research School and collaboratively with Careers and Employment, Academic Groups and other units including the Industry External Engagement, Griffith International and the Advancement Office. They will also work with external partners to enable optimised engagement opportunities for HDR candidate.

## 2.0 Eligibility Requirements

- The occupant of this position will hold relevant tertiary qualifications with subsequent relevant experience, and/or an alternate equivalent combination of knowledge, training and/or experience.

## 3.0 Key Responsibilities

- Support the administration for the establishment and management of collaborations with external partners that provide training and funding opportunities for HDR candidates, including industry aligned projects, industry placements and within international collaborative arrangements.
- Review and process HDR candidate requests to undertake an industry engagement activity.
- Enhance communication mechanisms between all relevant University stakeholders to enable an uplift in partnerships, and particularly in HDR internship placements.

- Provide guidance to key University stakeholders on industry placements, projects, and industry mentoring, including the development of resources, templates and guides to enact relevant policy and procedures for the HDR Portfolio.
- Provide accurate and timely responses to partnership enquiries to ensure relationships between Griffith Stakeholders and external partners are nurtured, and opportunities are progressed.
- Maintain accurate records and support the analysis and reporting of data and information relating to partnership activities.
- Support relevant events as appropriate.
- This position may be required to take on other responsibilities, commensurate with the expectations of a role at this level, which contribute to the overall objectives of the work unit.
- Lead and promote 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](#).