POSITION DESCRIPTION

Research and HDR Administration Officer

POSITION DETAILS

Position Title	Research and HDR Administration Officer
Classification	HEW Level 6
Position Number	Various
School/Office	Faculty
Division	Provost

POSITION PURPOSE

The Research and HDR Administration Officer supports the effective management of the Faculty research and HDR activities through the provision of high-level administrative support.

The role also supports the Faculty in coordination with other professional staff to enable positive research outcomes, ensure the efficient delivery of research and HDR activities and events, and ensure that research administrative tasks are carried out effectively and in accordance with University requirements and guidelines.

This role forms part of the broader professional staff Faculty team, and as such may be required to collaborate and support across multiple schools, and other teams within the Faculty as needed.

KEY ACCOUNTABILITIES

1. HDR and Research Support
- Provide administrative support to the Faculty's HDR students, including compiling HDR applications and records, coordinating Faculty R&HDR committee responses throughout the thesis examination process, organising confirmation of candidature, compiling annual reports, and coordinating scholarship and candidature funding applications.
- Assist with HDR student travel and manage HDR functions and events.
- Process all casual professional hiring requests related to HDR and research activities.
- Support academics with HDR candidature processes, including eligibility pre-assessments, expressions of interest (EOIs), research proposal circulation, enrolment, progression, and compliance.
- Act as the primary contact for all HDR matters, including admission, candidature, examination, and graduation.

- Manage shared Research and HDR mailboxes, ensuring timely and accurate responses to internal and external queries.
- Provide flexible support across research and HDR initiatives, with tasks distributed as needed throughout the year to meet operational priorities.

2. Research Activities and Events
- Provide support and advice to the Director of Research in the planning and development of research and HDR events, such as workshops, forums, and seminars that aim to increase research productivity and capability.
- Provide assistance in promoting the Faculty's research activities, particularly by leveraging knowledge of HDR to highlight opportunities at events.
- Oversee research events and coordinate logistics in collaboration with relevant stakeholders.

3. Research Operations and Grant Support
- Assist in the preparation of research grant applications, reports of research findings, and ethics applications.
- Liaise with academics and external partners to support research development initiatives.
- Support the Faculty's Associate Deans of Research HDR with operational and strategic research tasks.
- Assist with research budgets, including tracking income and expenditure in awarded grants and contracts.

4. Compliance and Policy
- Contribute to the Faculty's administrative processes and ensure consistency between procedures applicable to staff and students.
- Keep up to date with policy statements on research and disseminate relevant information to researchers.
- Provide advice and recommendations on administrative policy and procedures to ensure compliance with Faculty and University policies.

5. Administration
- Maintain familiarity with Faculty operations, particularly postgraduate research courses and units, and relevant University policies and processes.
- Prepare, maintain, and communicate the HDR Handbook.
- Manage and monitor HDR assets and workstation allocation across the Faculty in line with candidature timelines.
- Assist with the preparation of reports, ensuring high standards of accuracy, presentation, and compliance with audience requirements.

6. Other Duties
- Undertake other associated duties (commensurate with the level of this position) as reasonably required from time to time.

QUALIFICATIONS, EXPERIENCE AND SKILLS

1. A tertiary qualification with extensive administrative support or an equivalent combination of relevant experience and/or education and training.
2. Strong competency in utilising complex management and database systems to extract, analyse, and synthesise data in a clear and efficient manner, with proven ability to act with discretion when dealing with confidential information.
3. High level of interpersonal and verbal communication skills, including the ability to develop professional relationships and deliver effective and timely customer service, work independently and as part of a team.

4. Demonstrated ability to interpret, develop, and apply policies and procedures efficiently and effectively to workplace operations, including the ability to ensure staff and students adhere to and understand them.
5. Well-developed organisational and planning skills with proven ability to deal effectively with a high volume workload, competing priorities, and unexpected events, exercising judgement and initiative.
6. Extensive demonstrated experience in research administration, budget development, monitoring, and production of financial reports, submissions, and responses to routine and non-routine correspondence.

KEY RELATIONSHIPS

- **This position reports to**: Research Operations Manager
- **This position supervises**: Nil.
- **Key internal relationships**:
  - Postgraduate Students
  - Other professional and academic staff within the University
  - Graduate Research School
  - Research and Innovation Division
  - Faculty Professional and Academic Staff
- **Key external relationships**:
  - Partner institutions

CHALLENGES

- Coordinating complex HDR processes across candidature, examinations, scholarships, and compliance requirements, while ensuring accuracy and timeliness under strict university regulations.
- Balancing high-volume administrative tasks (grants, budgets, reports, events, records) with the need to provide tailored support to academics, HDR students, and senior leaders.
- Navigating evolving policies and systems in research and HDR administration, requiring continual upskilling, policy interpretation, and clear communication to staff and students.

UNIVERSITY EXPECTATIONS

The University expects that all employees are aware of, and comply with legislation and Western's policies and procedures relevant to the position, including but not limited to:
→ Code of Conduct
→ Work Health and Safety and Wellbeing Management System
→ Enterprise Agreement or Award
→ Anti-discrimination principles, Equal Employment Opportunity and staff and student equity.

Approved by:
Date: