

POSITION DESCRIPTION



Position	Administration Officer
Level/Classification	HEW0505
Reports to	Business Manager
Unit	Graduate Research Office
Directorate	Research and Innovation
Positions Supervised	0

Position Purpose

Under the general direction of the Business Manager, the Administration Officer will assist with the day-to-day administrative duties of the Graduate Research Office.

About Murdoch University

Murdoch University is a young and dynamic university with a foundational commitment to the environment, social justice and inclusion, and making education accessible to more people. Founded as Western Australia's second university in 1974, today, Murdoch has more than 21,000 students and 1,700 staff across campuses in Perth, Singapore and Dubai. With more than 90,000 Alumni, Murdoch graduates can be found all over the world, making a positive difference.

Our Strategy – Ngala Kwop Biddi. Building a brighter future, together – guides the University's direction and reaffirms our shared purpose to change lives and society for the better through accessible education and research.

The Strategy is focused on three key themes:

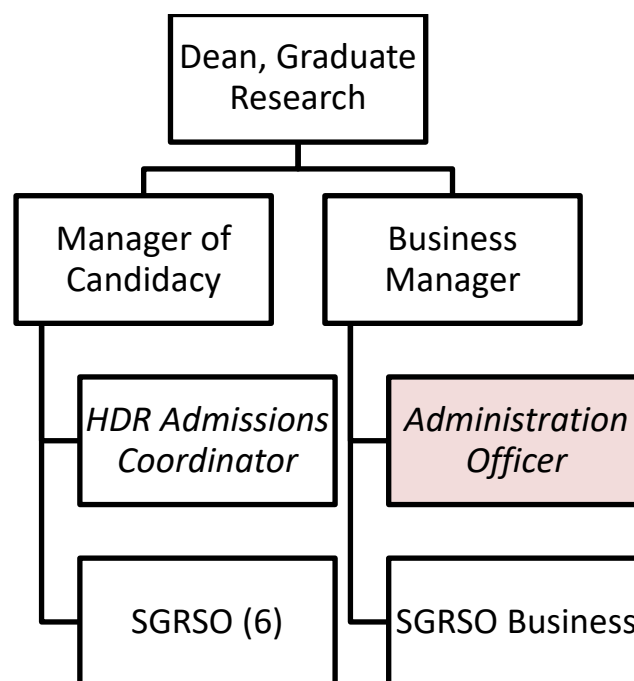
- Sustainability: Be a leading university in education, teaching and translational research in sustainability.
- Equity, Diversity, and Inclusion: Build a welcoming, diverse and inclusive community.
- First Nations: Become the University of first choice for First Nations peoples.

Murdoch is also committed to building engagement with our local community, State, nation, and global society with a track-record in creating strong partnerships with business, government and industry.

About the Work Area

The Murdoch University Graduate Research Office was established in 2021 to provide leadership and excellence across Higher Degree by Research (HDR) candidature management, finance, recruitment and engagement, and education and training. The Office is committed to enhancing the quality of graduate research and the overall research experience for HDR candidates, while strengthening the profile, recognition, and reputation of graduate research training at Murdoch University both nationally and internationally. Working collaboratively with HDR candidates, academic staff, and professional staff, the Graduate Research Office strives to foster a culture of excellence, support research success, and contribute to the advancement of graduate research across the university.

Reporting Relationships



Key Responsibilities/Duties

1. Provide administrative assistance to all staff within the Graduate Research Office. Under the broad direction of the Business Manager, Dean, and Head of Graduate Research Training and Education, coordinate all events, workshops and seminars.
2. Administer general office procedures, including financial processes, maintenance of assets and asset records, staff calendars, student appointments, contracts and timesheets for casual staff, stationery and pamphlets/brochures, and reception duties, including telephone and email inquiries.
3. Establish, maintain and enhance relationships with clients, staff and others through constructive interaction to achieve work goals.
4. Develop and maintain strong, effective working relationships with key management personnel and internal client base.
5. Assist the Dean and other key Managers as required with the review, development and implementation of policy.

6. Provide front-end support to students and staff through the collation of pertinent information, providing support and guidance and establishing the initial connections between students and relevant Graduate Office, Research and Innovation or College staff as needed.
7. Assist the Senior Graduate Research Support Officer staff with candidacy and business matters as they arise, supporting the SGRSO portfolio in staff absences
8. Assist the HDR Admissions coordinator with international and domestic HDR applications, processing applications in a timely manner
9. Embody the University's values within and beyond the University, building equality and diversity and encouraging social responsibility.
10. Support the delivery of an engaging student experience, in which excellence in research and quality education are fundamental, aligning with College and University objectives.
11. Support and promote compliance with relevant legislation and University policies and procedures, including equity and health & safety and exhibit good practice in relation to the same.
12. Participate in committees and working parties related to the College and University as required.
13. Carry out and assist with miscellaneous activities as requested.

Selection Criteria

Essential

1. Completion of a diploma-level qualification with relevant work-related experience or an equivalent combination of relevant experience and/or education/training.
2. Highly effective written and oral communication and interpersonal skills, including the demonstrated ability to interact constructively and collaboratively with HDR candidates and staff at all levels of the organisation to achieve successful outcomes.
3. Organisational, time and workload management skills, with the ability to seek advice/assistance when required.
4. Commitment to equity, diversity, inclusion, and ethical practice.
5. Knowledge and understanding of relevant University Policy and Procedures.

Desirable

1. Basic understanding of the purpose and importance of Higher Degrees by Research (HDR) at a University and the need to support HDR candidates and their supervisory panel throughout the duration of candidacy.
2. Knowledge across all areas impacting a Domestic/International Graduate Research Degree student during their education lifecycle.
3. Knowledge of the Enquiries Management System and Callista.
4. Knowledge of the appropriate advice and support consistent with HDR candidacy.

Work Requirements

1. Australian permanent residency or possession of a valid visa with work entitlement in Australia.
2. Ability to work outside of normal office hours when required.

General Obligations

While at work, an employee must:

- take reasonable care for their own health and safety and ensure that their acts or omissions do not adversely affect the health and safety of other persons;
- report incidents, injuries and hazards;
- comply with any reasonable instruction that is given by Murdoch University; and
- comply with Murdoch University policies and procedures.

Guiding Principles and Values/Code of Ethics and Code of Conduct

Our Values

- Authenticity
- Integrity
- Respect
- Inclusivity
- Openness

Our Principles

- Act with justice, respect and responsible care.
- Be collegiate and respectful of other points of view.
- Protect academic freedom.
- Be agile, flexible and resilient.
- Make decisions at the most appropriate level.
- Be transparent in decision-making and with information.
- Adopt common approaches to common tasks.
- Be careful stewards of our resources.

All staff will comply with the University's Code of Ethics and Code of Conduct and demonstrate a commitment to its Equity, Diversity and Safety principles and the general capabilities of personal effectiveness, working collaboratively and demonstrating a focus on results.

All Staff complete a Development Review Annually. A Commencing Development Review should be completed within 3 months of commencement.

We acknowledge that Murdoch University is situated on the lands of the Whadjuk and Binjareb Noongar people. We pay our respects to their enduring and dynamic culture and the leadership of Noongar elders past and present. The boodjar (country) on which Murdoch University is located has, for thousands of years, been a place of learning. We at Murdoch University are proud to continue this long tradition.