

POSITION DESCRIPTION



Position	Business Manager
Level/Classification	HEW0909
Reports to	Dean Graduate Research
Unit	Graduate Research Office
Directorate	Research and Innovation
Positions Supervised	2.0FTE (Graduate Research Business Support Officer and Administrative Officer)

Position Purpose

The Business Manager provides strategic and operational leadership for the business, financial, and systems function of the Graduate Research Office (GRO). Working closely with the Dean, this position will be responsible for leading business improvement initiatives, supporting strategic planning and organizational change, and ensuring effective financial management across all aspects of Higher Degree by Research (HDR) at Murdoch University. The role leads a team of support staff that work collaboratively with Senior Graduate Research Support staff, academics, researchers, and professional staff.

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:

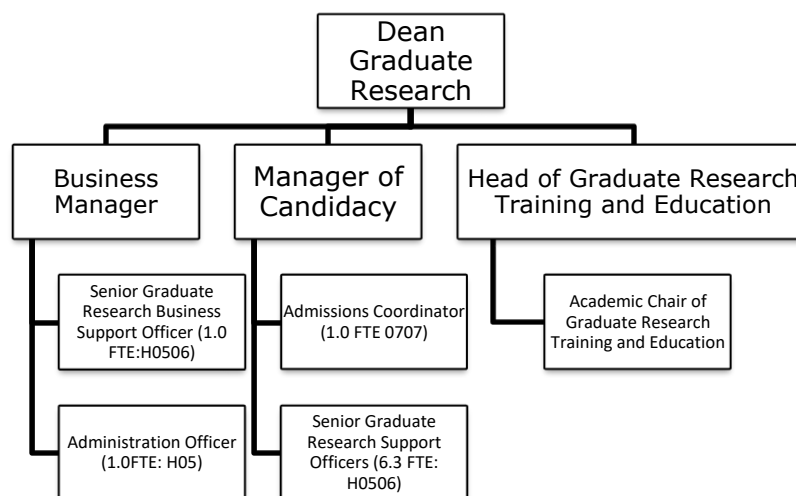
- Sustainability: Be a leading university in education, teaching and translational research in sustainability.
- Equity, Diversity, and Inclusion: Build a welcoming, diverse and inclusive community.
- First Nations: Become the University of first choice for First Nations peoples.

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 formalised in 2021 to provide excellence in the areas of HDR candidacy management, finance, recruitment and engagement and education and training. The overall vision for the Graduate Office is to enhance the quality of graduate research and the research experience for all Higher Degree by Research Candidates and increase the internal and external status and recognition of research candidates and graduate research training at Murdoch University. Members of the Graduate Office will work together with HDR candidates, Academic and Professional Staff at Murdoch University to help achieve this vision and promote excellence within the sector.

Reporting Relationships



Key Responsibilities/Duties

1. Develop and lead strategic improvement initiatives in HDR business and financial management focused on improving current processes with clear financial accountability.
2. Provide leadership and support the Dean Graduate Research with business analysis, business improvement, change management, strategic planning and implementation.
3. Lead, under the direction of the Dean, the review and/or development of Murdoch University HDR policy and regulations.
4. Provide strategic oversight of HDR financial management processes across the University, including expenditure, scholarship and maintenance funding, financial forecasting, fee distribution and reporting to support evidence-based decision making.
5. Lead and mentor a team, providing support, development, and coaching

6. Under the strategic direction of the Dean and in collaboration with the Manager of Candidacy, lead and direct a work environment of continuous review and improvement of business practices, operational processes, and service provision.
7. Collaborating with the Manager of Candidacy and select areas within the University, ensure HDR candidates are provided with appropriate supports consistent with University policy and procedures.
8. Develop and implement application systems and software programs for process improvement, applying application design skills and programming
9. Work effectively with the Dean and Management team to achieve effective operations and to deliver on University strategic KPIs.
10. Undertake special projects as directed by Dean.
11. Embody the University's values within and beyond the University, building equality and diversity and encouraging social responsibility.
12. Support the delivery of an engaging student experience of which excellence in research and quality education are fundamental, aligning to GRO and University objectives.
13. Support and promote compliance with relevant legislation and University policies and procedures, including equity and health & safety and exhibit good practice in relation to same.
14. Participate on committees and working parties related to the GRO and University as required.
15. Carry out, and assist with, miscellaneous activities as requested.

Selection Criteria

Essential

- Postgraduate qualifications and extensive relevant experience; or extensive and proven management experience and expertise.
- Experience providing financial input into leadership decision making.
- Experience using software applications and systems to build, maintain, and utilise a financial model of HDR candidacy (e.g., Callista, IRMA, Finance One)
- Demonstrated effective team leadership experience within a University setting through the prioritisation of tasks within a team setting.
- Understanding of University Governance structures, reporting lines and processes.
- Experience and demonstrated competence in conflict resolution.
- Highly effective communication and interpersonal skills, including the demonstrated ability to interact constructively and collaboratively with staff at all levels of the organisation to achieve successful outcomes.
- Demonstrated high level of technical skills and computer literacy.
- Excellent organisational, time and workload management skills.

Desirable

- Demonstrated experience using Microsoft Power BI (or similar business intelligence software) to develop dashboards, analyse data and support business planning and decision-making.
- Advanced knowledge of the Research Training Program block grant funding and its financial implication to the GRO and University.
- A strong understanding of HDR and the policies and procedures that govern their candidacy.
- Computer skills in database, data visualisation, coding.
- Knowledge of federal and state policy and regulation pertaining to the enrolment of Domestic and International HDR candidates at Australian Universities.

Work Requirements

1. Australian permanent residency or possession of a valid visa with work entitlement in Australia.
2. Some after hours work may be required (e.g., student information nights).

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.