

POSITION DESCRIPTION



SECTION A: Position Context

Position Title	Administrative Officer
Position Grade	E1 - Officer
Category	Executive
Campus / Unit	Sarawak Campus – School of Research
Term of Appointment	Fixed-Term appointment
Effective Date	January 2025

Position Purpose

The responsibilities of this position include general administration of any Higher Degree Research (HDR) related tasks and matters in the University, although the main priority focuses on HDR candidatures after student enrolment and before the examination process. The administrative duties include monitoring milestone progress reviewers for HDR students at the Sarawak campus, liaising with the HDR candidature team in Swinburne Melbourne on HDR candidature monitoring, and administering processes for HDR candidature amendments. The position is expected to help the School of Research implement and improve new processes and guidelines related to HDR student progression to facilitate on-time graduation in the University.

In undertaking these responsibilities, the position is expected to exhibit a highly professional approach in working closely and collaboratively with management and staff members at both the Sarawak and Melbourne campuses as well as with parties (private and government) external to the University.

Participation on Committees

The position will be required to participate in relevant committees as and when needed and as directed by the Assistant Manager, Graduate Office; or Director, School of Research; or Deputy Pro-Vice Chancellor (Research); or any other person as assigned by an authorised personnel.

Supervision Reporting Relationship

This position's supervisor / manager	Assistant Manager, School of Research; or any other person as assigned by an authorised personnel
This position's subordinate	None

Location

This position is located at the Swinburne University of Technology Sarawak Campus.

SECTION B: Key Responsibility Areas

The key responsibility areas (KRAs) are the major outputs for which the position is responsible and are not a comprehensive statement of the position activities.

Key Responsibility Areas		
1.	ADMINISTRATIVE AND SECRETARIAL SUPPORT	<ul style="list-style-type: none"> Assist in monitoring milestone progress reviewers (pre-confirmation of candidature review, confirmation of candidature review, mid-candidature review, and draft thesis review) for HDR students online via SSCPMR. Assist in Panel Nomination, Panel Change, Supervisor Change, Supplementary, Deferral, Leave of Absence for HDR students via SSCPMR. Assist in tracking and scheduling HDR milestone reviews and follow-up meetings for all candidates. Liaise with supervisors and students on milestone review reports and action plans as necessary. Assist in on-time completion of milestone reviews by supervisors, panel chairs, and HDR students. Coordinate and monitor At-Risk meetings for HDRs and document the corresponding meeting minutes. Communicate with HDR students on the review outcomes and reports. Liaise with HDR candidature team in Swinburne Melbourne on HDR candidature monitoring. Liaise with HDR management on review outcomes, especially on recommendations by review panels for HDR program conversions, candidature extensions, and fee waivers as required.
2.	LIAISON AND INTERACTION	<ul style="list-style-type: none"> Record and disseminate minutes of meetings or notes as required. Ensure processes and guidelines relating to HDR progressions are clearly documented and communicated to stakeholders. Assist with preparing and disseminating or dispatching correspondence. Liaise with Swinburne Melbourne and other internal and external stakeholders.
3.	OCCUPATIONAL HEALTH AND SAFETY (OHS)	<p>Assist management in ensuring compliance of all OHS legal and procedural requirements by various stakeholders, including through the following:</p> <ul style="list-style-type: none"> Execute OHS requirements in respective work areas; Maintain cleanliness, good housekeeping and overall safe work environment; and Undertake immediate correction and improvement action on any non-compliance practices, and report all OHS related injuries, ill health or incidents to the OHS section.
4.	SWINBURNE VALUES AND CULTURE	<ul style="list-style-type: none"> Commit to the Swinburne Values. Conduct work professionally while demonstrating the Swinburne Values at all time.
5.	OTHER DUTIES	Any other duties as and when required and directed by the Assistant Manager, Graduate Office; or Director, School of Research; or Deputy Pro Vice-Chancellor (Research); or any other person as assigned by an authorised personnel.

SECTION C: Key Selection Criteria

Application letters and/or resumes must address the Qualifications and Knowledge/Experience/Attributes sections under the key selection criteria.

Qualifications: Include all educational and training qualifications, licences, and professional registration or accreditation, criminal record checks etc. required for the position.		Essential/ Highly Desirable/ Preferable
1.	a) A Bachelor's degree in a relevant discipline from a recognised institution; or b) A Diploma in a relevant discipline from a recognised institution with a minimum of three (3) years of relevant work experience. Fresh Bachelor degree holders in relevant discipline can be considered.	Essential

Experience / Knowledge / Attributes: Required by the appointee to successfully perform the positions key responsibilities.		Essential/ Highly Desirable/ Preferable
1.	Demonstrated high level of maturity consistent with the requirements of the position for independent work and proactive approach to completing assigned tasks.	Essential
2.	Demonstrated ability to attend to details and to handle more than one priority at a time to successfully prioritise and identify the best course of action in the implementation of assigned tasks.	Essential
3.	Demonstrated time management and organisational skills, including the ability to monitor, coordinate and follow up to meet tight deadlines.	Essential
4.	Proficiency in using written and spoken English and Bahasa Melayu.	Essential
5.	Ability to communicate effectively and empathetically with people at all levels in both the external and internal environment.	Essential
6.	Demonstrated ability to work well in a team environment and contribute actively to team cohesiveness.	Essential
7.	Demonstrated computer literacy to perform a range of tasks, including proficiency to produce a range of documents relevant to the role from the MS Office Suite, Adobe Acrobat Professional and other software applications.	Essential
8.	Demonstrated integrity in handling sensitive information and ability in maintaining confidentiality of information.	Essential
9.	Demonstrated ability to develop, implement and manage administrative systems and processes.	Essential
10.	Demonstrated understanding of research and postgraduate studies.	Highly Desirable
11.	Strong organisational and multitasking skills with the ability to handle multiple projects simultaneously.	Highly Desirable
12.	Excellent communication and interpersonal skills, with the ability to work effectively with diverse teams and stakeholders	Highly Desirable