

## POSITION DESCRIPTION

### Student Recruitment and Administration Officer Education

<b>Position Title</b>	Student Recruitment and Administration Officer (0.6FTE)		
<b>Division</b>	Education		
<b>Position Purpose</b>	The Student Recruitment and Administration Officer is required to support the Mater Student Research Committee (MSRC) and Head of Education in the recruitment of students, and in the efficient operation of both the Institute's academic administration and providing professional and accurate advice to its staff and students with regard to all student matters.		
<b>Location</b>	Translational Research Institute (TRI) Woolloongabba		
<b>Occupational Category and Level</b>	Professional Pay Rate ADM6		
<b>Reporting Relationship</b>	Reports to Chair of the Mater Research Education Committee (MRSC) and the Head of Education for student matters.		
<b>Review Date</b>	April 2019		
<b>Next Review Due</b>	April 2020		
<b>Staff Member</b>	TBC	<b>Signature</b>	<b>Date</b>
<b>Direct Supervisor</b>	A/Prof Paul Dawson	<b>Signature</b>	<b>Date</b>

## 1. OVERVIEW

### Mater Group

For more than a century in Queensland, Mater has been defined by an abiding commitment to meeting the healthcare needs of the community. Today, our Mission and Mercy Values continue to guide Mater people in making appropriate decisions for a sustainable, socially relevant healthcare service that is genuinely committed to the community it serves. As Mater's capacity to genuinely and sustainably influence health outcomes has increased, our service model has adapted to incorporate and enhance contemporary practice. Today we recognise that achieving and sustaining our goal to help build a healthy community requires a sincere and consistent approach to integration of three key elements. To that end, our corporate strategy is heavily focused on integration, excellence and continuous improvement across three areas of health service delivery, education and research.

**Health:** Ongoing provision and expansion of our core healthcare services to build closer connections with our community, to promote wellness and healing.

**Education:** Organisation-wide integration of teaching and learning, with an inter-professional focus and approach to improve health education and clinical outcomes for all.

**Research:** Conducting research consistent with, and supportive of, our core healthcare services and partnering to share our research outcomes for the benefit of the community.

**Values:** *We value care, mercy, dignity, quality and commitment.*

### Mater Research (MR)

Mater Research (MR) is a world-class institute that is committed to academic medicine and aims to discover, develop, translate, and commercialise medical research that integrates with relevant areas of excellence within clinical practice. MR discovers ways to prevent and treat conditions affecting babies, children, adolescents and adults, helping them to lead healthy lives.

Our teams conduct outstanding research into:

- common diseases affecting children and adults;
- more effective diagnosis and treatment of disease;
- improving health outcomes for mothers and babies; and
- understanding development from babies through to adolescence and adulthood.

### Mater Research Institute – The University of Queensland

Mater Research Institute-UQ (MRI-UQ) is a world class institute committed to academic research and its translation into clinical care for the benefit of all. MRI-UQ is an alliance between Mater Research and UQ, providing strategic and operational benefits to both parties. Mater Research brings to the alliance considerable clinical collaboration opportunities and UQ brings all its expertise as a research, education and teaching institution. MRI-UQ has more than 300 research staff, post graduate students and clinical researchers. There are currently 70 students undertaking a PhD, MPhil or Honours program. The Institute has access to world-class research infrastructure in the state-of-the-art Translational Research Institute ([tri.edu.au](http://tri.edu.au)). MRI-UQ has a strong commitment to career development and mentoring.

### Translational Research Institute (TRI)

Focusing on a wide range of health and medical research areas, the Translational Research Institute (TRI) is a joint venture between Mater Research (MR) The University of Queensland Diamantina Institute (UQDI), Queensland University of Technology's Institute of Health and Biomedical Innovation (IHBI), and the Princess Alexandra Hospital's Centres for Health Research. The Translational Research Institute brings these research facilities together with the aim to improve and accelerate the translation of medical research into greater patient care.

## **2. HOURS**

This is a part time appointment for 0.6FTE. Working hours need to be agreed with one's supervisor. As with all scientific institutes, we acknowledge the need for flexibility in working hours in order to undertake the experimental procedures appropriate to individual projects. We are not clock watchers. We all work hard and do what has to be done. It is a give and take system with no actual recording of times. We find this contributes to the overall team effort.

## **3. PURPOSE OF POSITION**

The Student Recruitment and Administration Officer is required to support the Mater Student Research Committee (MSRC) and Head of Education in the recruitment of students, and in the efficient operation of both the Institute's academic administration and providing professional and accurate advice to its staff and students with regard to all student matters.

## **4. POSITION DESCRIPTION**

### **4.1. Student Recruitment and Administration**

- Provide support and first line advice to staff, students and prospective students on all student matters including, but not limited to: academic progress, Honours, summer/winter students and HDR programs offered through the institute.
- Enhance HDR opportunities at Mater Research by liaising and consulting with universities, high schools, other Institutes and Faculties, and central administration regarding matters of policy and procedures related to student administration and recruitment.
- Keep abreast of changes to relevant policies and procedures pertaining to students.
- Manage candidature processes for each student, including setting up milestone meetings, ensuring the correct structure of thesis committees, and coordinating exit and thesis defence seminars. Advertise milestones to all staff and encourage attendance at these presentations.
- Coordinate all admission and enrolment, ongoing candidature requirements, scholarship administration and thesis submission processes for students.
- Liaise with HR to organise inductions of new students. Meet with all new students to familiarise them with the services provided and link them into the student cohort.
- Coordinate Student Research programs with High Schools.
- Respond to the Institute's student email enquiries.
- Coordinate Mater Student Research Committee meetings and action items as delegated.
- Manage and maintain the Institute's student database (recording details from application, admission and enrolment through to award of degree) and obtain student data on the relevant student system.
- Establish and maintain a database of graduated students and provide this to Marketing for continuing contact with Mater graduates.
- Ensure accurate and comprehensive electronic registers of all student administrative material including current student files, prospective student files, international student information and scholarship information.
- Liaise and consult with the Institute's Marketing and Communications department for student recruitment activities, and to ensure the student section of the Institute's website is up to date.
- Attend all relevant University and Mater Research presentations, workshops information sessions and promotional events.
- Coordinate all aspects of the Summer/Winter Student program as it relates to the Institute.
- Track and induct students to do research projects with Mater Research.
- Other duties as required by Chair of MSRC and Head of Education.

### **4.2 Other Administration Duties**

- Assist with new staff inductions at TRI.
- Keep Mater Phone Directory up to date.
- Manage and ensure accuracy of Contact Directory and TOPPs at TRI.

- Attend relevant training programs and mandatory educational programs, workshops, conference and promotional functions.

#### **4.3 Safety in the Workplace and Human Resources**

- Maintain a safe working environment.
- Report any potential hazards to the reporting officer.
- Ensure compliance with Workplace Health and Safety (WHS) Standards.
- Treat all clients with sensitivity and without discrimination.
- Responsible to ensure the annual performance plan is met.

#### **4.4 Expression of the Mater Values**

- Promote and demonstrate the mission and objectives of MR Limited.
- Promote and demonstrate the philosophy and values of the Sisters of Mercy.
- Demonstrate personal attentiveness, sensitivity and non-judgemental manner when interacting with team members and families.
- Demonstrate values based decision-making and leadership.
- Ensure that the mission, objectives, philosophy and values stated above are inherent in the delivery of the health care services by collaborating with and supporting other members of the health care team regarding clinical and research practices.
- Demonstrate a strong commitment to the timely delivery of a high quality service to the staff of MR.

### **5. PRIMARY DELEGATIONS AND ACCOUNTABILITIES**

- The Student Recruitment and Administration Officer will be accountable to the Chair of the MSRC and Head of Education.
- An understanding of, or ability to acquire knowledge of human resource management issues including workplace health and safety, equal employment opportunity and anti-discrimination is required.
- Monitor staff within the Group to ensure safe working conditions under Occupational Health and Safety (OHS) and that people are following laboratory guidelines.

### **6. INTELLECTUAL PROPERTY**

Mater Research will require the assignment of all rights, in and to all discoveries, and inventions made, developed, or devised while working at or under the guidance of the Mater Research, during the term of the appointment.

### **7. SELECTION CRITERIA**

#### **Qualifications**

##### *Essential*

- An undergraduate degree in related field, or an equivalent combination of relevant experience and/or education/training.

#### **Knowledge and Skills**

##### *Essential*

- Ability to operate independently within established Institutional framework and guidelines prioritising competing work demands and meeting deadlines.
- Ability to compose letters and other correspondence to explain the policy, procedures or decisions/actions taken.
- Accuracy and attention to detail.
- High level inter-personal and communications skills, including the ability to liaise, provide advice and negotiate to achieve desired outcomes.

- Computer literacy and good keyboard skills with the ability to produce professionally presented documents.
- Sound oral and communication skills, including a professional telephone manner.

*Desirable*

- Knowledge of the policies and procedures related to research.

**Experience**

*Essential*

- 2 years' relevant experience in related position in a large organisation.
- Experience in maintaining accurate and comprehensive record keeping and filing systems, including databases.
- Skills in dealing with students and staff from varying cultural backgrounds.
- Experience in a university or other tertiary institution in a student administration area and an understanding of the candidature process.
- Knowledge of the University's policies and procedures related to Undergraduate and Honours Research programs, and higher degrees by research (HDR).

**Personal Qualities**

*Essential*

- Commitment to the Promotion of the Philosophy and Mission of the Mater Misericordiae Hospitals and goals of the Mater Medical Research Institute.
- Personal attributes of integrity, initiative, sound judgement and respect for confidentiality.
- A strong orientation to providing outstanding customer service.
- Ability to establish cooperative working relations with staff and students, including an awareness of cross cultural differences.
- Ability to maintain confidentiality.
- An understanding of and commitment to the principles of equal opportunity.

**8. REVIEW**

The position will be subject to mutual review on an annual basis.