

Position Description – <Insert Position Title>

Position Details

Position Title: Officer, HDR Examinations

College/Portfolio: Research & Innovation **School/Group:** School of Graduate Research

Campus Location: Primarily based at City campus, and the potential to work across other RMIT campuses as required.

Classification: HEW 6 **Time Fraction:** 0.5

Employment Type: Fixed Term

Fixed Term Reason: Replacement Employee

Reporting Line: Coordinator, HDR Examinations

No. of Direct reports: 0

RMIT University

RMIT is a global university of technology, design and enterprise, committed to creating transformative experiences for students and making a meaningful impact through research, innovation, and engagement. For more information on RMIT University follow the links below.

<https://www.rmit.edu.au/about>

<https://www.universitiesaustralia.edu.au/university/rmit-university/>

<https://www.rmit.edu.au/about/facts-figures>

Our campuses in Melbourne (City, Brunswick, Bundoora, and Point Cook) are complemented by international campuses in Vietnam and a centre in Barcelona, Spain. We proudly acknowledge the Woi Wurrung and Boon Wurrung peoples of the eastern Kulin Nation on whose unceded lands our campuses are located.

We are deeply committed to reconciliation and Indigenous self-determination, embedding these values throughout our policies, culture and structures.

<https://www.rmit.edu.au/about/our-locations-and-facilities>

Why Join RMIT?

Our people are at the heart of everything we do. At RMIT, we value innovation, collaboration and impact. Our values are the heart (durrung) of who we are and what we stand for at RMIT. They guide what we do, how we make decisions, and how we treat each other.



Inclusion Imagination Integrity Courage Passion Impact

Learn more about our values: <https://www.rmit.edu.au/about/our-strategy/values>

Organisational Accountabilities

RMIT is committed to the safety, wellbeing and inclusion of all staff and students. As a staff member, you are expected to comply with all relevant legislation and RMIT policies, including those related to: Equal opportunity, Occupational health and safety, Privacy and trade practices & Child safety standards:

Appointees are responsible for completing all required training and ensuring that they and their team members remain up to date on relevant compliance obligations.

Staff are expected to understand and support RMIT's child safe practices as part of their professional responsibilities. More about our child safety commitment: <https://www.rmit.edu.au/about/our-locations-and-facilities/facilities/safety-security/child-safety>.

Leadership at RMIT

At RMIT, leadership is not defined by position or hierarchy—it is a shared responsibility demonstrated by all staff, regardless of role or title. Leadership is grounded in our six core values, which guide and shape how we work together, make decisions, and create impact.

Effective leadership means consistently integrating these values into everyday actions and interactions, whether influencing a project outcome, supporting a colleague, or leading a team. All staff are expected to embody the principles of the *Be–Know–Do* Leadership Model:

Be – We are open and authentic, inclusive and empowering. We are purpose driven role models and communicators.

Know – We are self-aware, and understand our stakeholders, our sector and priorities.

Do – We set clear direction and expectations, we develop ourselves and others and promote mutual accountability to deliver results.

At every level, leadership at RMIT is about influence, contribution, and mindset. It is reflected in how we empower others, foster collaboration, and drive positive change through capability-building and alignment to strategic goals.

College/Portfolio/Group

RMIT's Research and Innovation Portfolio supports researchers to help shape the world. The portfolio has an engaged, energetic, talented and collaborative team focused on enabling excellent research and innovation outcomes. With a global presence, community and industry connections, we support cutting-edge research and careers that make a positive impact on communities.

The Research and Innovation Portfolio supports researchers and graduate researchers with research partnerships, grants and research contracts, funding opportunities, capability development, research training, ethics and integrity, intellectual property, commercialisation, internships, communication and profile.

Find out more about research and innovation at RMIT University and the Research and Innovation Portfolio at: <http://www.rmit.edu.au/research/>

School of Graduate Research

Part of the Research and Innovation Portfolio, the School of Graduate Research (SGR) supports graduates to drive innovation and contribute to excellent research outcomes. Managing the candidature lifecycle from admission to examination, SGR provides services for scholarships, candidature, quality assurance, and a suite of career and professional development programs to enrich the experience of our graduate researchers and our Higher Degree by Research (HDR) supervisors.

SGR facilitates collaboration with industry and international partners allowing graduate researchers to gain valuable experience and skills by helping the private and public sector solve today's problems and capture opportunities.

Position Summary

The completion of a higher degree by research (Doctorate or Masters by Research) is a defining achievement in an emerging researcher's career and the culmination of several years of highly complex research under considerable time pressures. Because of this, it is vital that examinations and completions are managed efficiently, fairly, and sensitively. The Officer, HDR Examinations is responsible for supporting the administration of these processes by:

- Ensuring compliance with national regulation and University policy
- Providing written, online and in-person policy and procedural advice to staff and graduate researchers
- Contributing to the resolution of complex examination issues in conjunction with the Coordinator, HDR Examinations and Manager, HDR Admissions, Scholarships and Examination Services.
- Troubleshooting any issues arising from the examination and completions process
- Contributing to the development of new initiatives aimed at improving the graduate researcher experience
- Supporting other aspects of graduate research governance and quality assurance at RMIT as appropriate

The Officer, HDR Examinations handles communication across a range of stakeholders, from graduate researchers themselves to senior academics both within the University and globally.

Key Accountabilities

- Coordinate digital lodgement of HDR submissions for examination, including ensuring suitability of work for digital lodgement, liaison with RMIT Library, ongoing review of supporting documentation and communication/liaison with graduate researchers, Supervisors, Schools/Colleges and Research Training Service Centres.
- Coordinate HDR examinations, communicating with external examiners (world leading academics from Australian and International institutions) and confirm examination outcomes according to RMIT's HDR examinations policy.
- Coordinate digital lodgement of archival theses and projects and process completions, ensuring suitability of work for open access and eligibility of graduate researchers to complete the program.
- Act as subject matter expert for HDR examinations-related regulation and provide stakeholders within Schools and Colleges with informed advice consistent with the University's policy and regulatory obligations.
- Provide excellent customer service and support for graduate researchers, academic staff, administrators, management as well as external world-leading researchers, who act as examiners for the University.
- Contribute to the content of SGR's web and print information pertaining to submission and examination, ensuring there is a process of continual review, information is accurate and audience appropriate.
- Contribute to the review, development and implementation of policy and procedures pertinent to higher degrees by research with a particular focus on identifying areas for improvement in the administration of HDR submission and examination.
- Maintain and provide statistical information and reports as requested on HDR examinations and completions.
- Be a positive change influencer and advocate for service excellence and continuous improvement across R&I
- Perform other duties as directed within the scope of this classification.

Key Selection Criteria

1. Extensive relevant administrative experience in a complex environment, including problem solving capacity and the ability to prioritise effectively while completing tasks with a high level of accuracy and attention to detail.
2. Demonstrated ability to plan and prioritise work, as well as ability to manage a number of competing tasks and meet critical deadlines.

3. Demonstrated ability to identify needs, prepare guidelines and provide advice consistent with government and university policy; and to plan, develop, implement and improve processes to support such policy.
4. Well-developed oral and written communication skills and an ability to work effectively with people at all levels of the organisation.
5. Ability to interpret policy and procedures and convey these to different audiences.
6. Knowledge and experience of issues associated with research in a University environment preferably those specific to HDR students.
7. Proficiency with computers and various software packages, including Microsoft Office, custom databases, electronic mail and internet.
8. Demonstrated history of behaviour aligned to the RMIT values and professional capability framework.

Qualifications

A relevant tertiary qualification or equivalent combination of qualifications and relevant work experience

Working with Children Check

Appointment to this position is subject to holding a valid Victorian Working with Children Check and other checks as required by the specific role. Maintaining a valid Working With Children Check is a condition of employment at RMIT.