



UNSW
AUSTRALIA

Postgraduate Research Coordinator

Position Description

Never Stand Still

Engineering

Computer Science and Engineering

NATURE AND SCOPE

UNSW's aspiration is to continuously improve our position as a leading research-intensive university in Australia and a peer in good standing with the best globally. Its strengths are built on traditions of the highest academic standards, a record of leading the way with industry and community partnerships and a history of engaging internationally. The *UNSW Strategic Intent* reflects our fundamental mission of education, research and community engagement.

The School is the critical work unit to deliver on the academic priorities of the University and in interactions with students, alumni, industry, government, professional bodies and the community.

The Head of School provides leadership to a group of highly skilled people to carry out the work of the School and is supported by the School Leadership Team, including the Deputy Heads of School, Associate Heads of School, the School Manager (who is responsible for the hands on administrative and operational management of the School) and staff appointed to Director and Coordinator roles.

Associate Heads of School, Deputy Heads of School, Directors and Coordinators are accountable for working collegially and constructively with the Head of School, the School Executive and other academic and professional members of staff within the School to lead its strategic direction and overall research performance, student education experience and community engagement.

Job Purpose

The purpose of the Postgraduate Research Coordinator is to assist the Deputy Head of School – Research in the leadership of the School's research portfolio in regard to Higher Degree Research students, and ensuring its smooth running.

Commencement Date

The commencement date is negotiable.

Term of Appointment

The term of appointment is negotiable. The normal term of appointment of Postgraduate Research Coordinator is for 2-3 years.

Workload Management

The Postgraduate Research Coordinator will be offered workload relief for their term by negotiation. Workload would normally be considered High under the CSE workload model.

DUTIES

Recruitment and Admission

- First point of contact within the School for prospective research students.
 - Respond to emails from prospective research students.
 - Advise prospective students on issues including entry requirements (including English language), fees, scholarships etc.
- Assess applications for admission to research degrees (Ph.D; Master by Research):
 - Liaise with Student Administration Services on applications for admission in all of the School's research programs.
 - Recommend acceptance/rejection of prospective research students to research committee under delegation from the Deputy Head of School – Research.
- Assess and deal with the applications of practicum students.
- Develop /update School policy regarding admission.
- Attendance at and assistance with marketing and recruitment activities including, but not limited to, Open Day, Info Day and high school information days.

Candidature Management and Development

- School nominated member for UNSW Higher Degree committee.
- Manage and organise confirmation process.
 - Formation of confirmation panels.
 - Distribution of students to panels.
- Manage annual progress review.
 - Formation of annual review panels.
 - Distribution of students to panels.
- Coordinate with Annual Review Panel chairs.
- Moderate the HDR student reviews and confirmations.
- Develop/update policies regarding confirmation and progress.
- First point of contact for any complaint and concern from research students.

Scholarships

- Rank all research scholarship applications within the School.
- Contribute to UNSW scholarship decision process.
- Develop /update School policy regarding scholarships.
- Reviewing applications, assisting with school inductions and the school poster presentation for the Taste of Research (TOR) program. .

Thesis Examination

- Coordinate requests for confidentiality agreements in examination, and coordinate nomination of examiners prior to submission.
- Liaise with supervisors regarding the nomination of examiners and recommend examiners to the Faculty Higher Degree Committee on behalf of the School. PGC should ensure that examiners nominated do not have a perceived or real conflict of interest in accordance with policy.
- Facilitate timely submission of nomination of examiners to the Faculty Higher Degree Committee.
- Follow up on late examiners' reports and liaise with GRS to organise extensions.
- Consult with the supervisor on the examiners' reports and make an appropriate

- recommendation to the Head of School after examination.
- Liaise with supervisor and candidate about outcome after examination.
 - Verify thesis revisions after thesis examination.
 - Provide advice to the Faculty Higher Degree Committee (or equivalent) on whether the candidate has satisfied the conditions for the award of the degree.

General

- Member of the Research Committee.
- Assist the Deputy Head of School – Research in developing a strategic direction for the School's research.
- Act as Deputy Head of School – Research when required

SELECTION CRITERIA

Essential

1. A demonstrated ability to provide postgraduate teaching leadership at the School level in Computer Science and Engineering.
2. A demonstrated record of excellence in research.
3. Ability and willingness to work with the academic staff of the School in setting and implementing the strategic direction for the School's postgraduate teaching programs.
4. A record of achievement in implementing equity and diversity policies and programs.
5. Ability and capacity to identify, assess, prioritise and control the risks to health and safety of staff, students and visitors to the work environment.