

## HDR Support Coordinator - Indigenous Research Unit

**Reference:** 116642

**Type:** Contract

**Location:** Nathan, Brisbane, Australia

**Industry:** Education and Training

**Salary:** AU\$96,662 - AU\$108,742 per annum + 17% super Description:

### About Griffith University

At Griffith University we believe in, strive for and celebrate the remarkable.

We are known for our high impact research, outstanding student experience, our commitment to social justice and our welcoming environment. We rank in the top 2% of universities worldwide and we're proud of our remarkable achievements, of our people and their passion for making a positive difference. Together we contribute to the development of knowledge and learning in an attractive environment which values excellence, equity, diversity, and innovation.

The Indigenous Research Unit (IRU) brings this to life by facilitating, developing and supporting traditional and non-traditional research activities of both Aboriginal and Torres Strait Islander academics and students, as well as non-Indigenous researchers in the University who are engaged in the Indigenous Research space. The IRU initiates activities and programs to attract Aboriginal and Torres Strait Islander Higher Degree by Research (HDR) candidates and post-doctoral researchers, as well as developing innovative strategies to provide pathways for research-interested undergraduate students.

### The opportunity

An exciting opportunity now exists for an experienced and enthusiastic HDR Support Coordinator to join our team. Reporting to the Director, Indigenous Research Unit, the successful HDR Support Coordinator will foster the personal growth and academic progress of Aboriginal and Torres Strait Islander HDR candidates by providing culturally sensitive learning advice and research support. This support is also extended to include the development of Griffith's HDR pathway program for Aboriginal and Torres Strait Islander undergraduate and Honours students. Developing and maintaining effective relationships with key stakeholders and influential members of Griffith's research community to create strategic opportunities for students and supervisors will also form a key element of the position. In particular, the role will be required to provide high level strategy, planning/policy and evidence-informed advice relevant to Griffith's Aboriginal and Torres Strait Islander HDR candidates, undergraduate students and supervisory teams.

This position will be based primarily on the Nathan campus, however, as Griffith University is a multi-campus university you may be required to work across all campuses.

To perform this role, it is essential that the person who holds the position be an Aboriginal or Torres Strait Islander person. It is therefore a genuine occupational requirement, under section 25 of the Anti-Discrimination Act 1991, that applicants are Aboriginal and/or Torres Strait Islander people.

### About you

To be successful in this role, you will possess proven expertise in advancing the experience of Aboriginal and Torres Strait Islander HDR candidates and undergraduate students. Your excellent interpersonal and communication skills will help you build collaborative and positive working relationships with key stakeholders including students, academic staff, and community. You have evidence of a passion for working with candidates and students with a strong desire to build a career within the higher education sector. In addition, you will demonstrate an ability to work independently and as a member of a small team; with excellent communication, negotiation, and relationship management skills. You will also have the ability to contribute to, and nurture, a culture of excellence, teamwork, compliance and professional work practices, focussing on measurable outcomes and results.

### Salary range

HEW 8: \$96,662 - \$108,742 per annum. Salary package

including 17% employer superannuation contribution: \$113,095 - \$127,229 per annum.

### How to apply

Please submit your application online and ensure your application includes the following:

- Statement addressing each of the selection criteria in the Position Description
- (For linked positions only: Please address the selection criteria for the level for which you are applying.)
- One page covering letter outlining your suitability for the role
- Current curriculum vitae/resume which should include:
  - Full name, address, telephone number and email address;
  - Details of education, professional training and qualifications;
  - Employment history, including present position;
  - Name and contact details of three referees.

Obtain the position description by clicking on the apply button. You will be redirected to the Griffith University job search page where you will be able to access the position description.

**Note: Application attachments should be saved as .doc, .docx or .pdf only. File names should be no more than 25 characters long and should include letters and numbers only.**

**Applicants for General Staff positions (non-academic) must have unrestricted work rights.**

**Successful candidates may be subject to a criminal history check.**

### What we offer

Working for one of the most influential universities in Australia and the Asia-Pacific region, you will join a University that spans six campuses in South East Queensland and all disciplines, while our network of more than 200,000 graduates extends around the world.

At Griffith University, we've worked hard to create a culture that will challenge you to be curious, creative and courageous. We also support the professional and personal development of all our employees and invest in the skills of our people.

Griffith University values diversity, inclusion and flexibility and we encourage Aboriginal and Torres Strait Islander, and people of all backgrounds to apply. Griffith's strategic goals are to also increase the proportion of women in senior academic and administrative roles and in Science, Technology, Engineering, Mathematics and Medicine (STEMM).

### Further information

For further information about this role, please contact Dr Bianca Beeton, Director, Indigenous Research Unit on (07) 3735 5925.

For application queries, please contact our People Support team on (07) 3735 4011.

**Closing date:** Friday, 25 September 2020 at 5 pm AEST. All applications must be submitted online.

*As the team experience high volumes of applications, we appreciate your patience to allow for a timely and fair process for all.*

*Please note: We do not accept unsolicited CV's from Recruitment agencies / third parties and we will not be liable or responsible for any fees or costs associated with unsolicited CV's sent directly to Line Managers.*

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JOB LINK**