

Position Description – *Higher Degree Research (HDR) Senior Candidature Officer (International)*

Updated 14/11/2025

POSITION DETAILS	
Portfolio	Deputy Vice-Chancellor (Research)
Organisational Unit	Office of Graduate Research (OGR)
Supervisor (Title)	HDR Candidature Coordinator
Classification	Higher Education Officer Level 6
Employment Type	Continuing, full-time

POSITION SUMMARY
<p>Under general to broad direction, and as a member of the OGR, the Higher Degree Research (HDR) Senior Candidature Officer (International) assists the HDR Candidature Coordinators with a broad range of activities supporting the administration of HDR students along the end-to-end lifecycle of their degree, from admissions to examination with a particular focus on international matters. The HDR Senior Candidature Officer (International) is responsible for resolving HDR student matters to provide clear pathways for completion of HDR. Pivotal to this is the collaboration with key internal and external stakeholders, with a strong emphasis on a student-centred approach.</p>

UNIVERSITY EXPECTATIONS AND VALUES
<p>All staff at Flinders are responsible for understanding their obligations and responsibilities as set out in the University's code of conduct and are expected to:</p> <ul style="list-style-type: none"> • demonstrate commitment to the University's values of Integrity, Courage, Innovation, Excellence, and the underlying ethos of being Student Centred; • contribute to the efficient and effective functioning of the team or work unit to meet the University's objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members, if required, and undertaking other key responsibilities or activities as directed by one's supervisor; • promote and support an inclusive workplace culture which values diversity and embraces the principles of equal opportunity; • perform their responsibilities in a manner which reflects and responds to continuous improvement; and • familiarise themselves and comply with the University's <i>Work Health and Safety, Injury Management and Equal Opportunity</i> policies. <p><i>A National Coordinated Criminal History Check which is satisfactory to the University will be required by Flinders University before the successful applicant can commence in this position.</i></p> <p><i>Staff working in a health care setting are <u>strongly recommended</u> to be fully vaccinated against COVID-19 in line with the SA Health policy.</i></p>

KEY POSITION RESPONSIBILITIES

The HDR Senior Candidature Officer (International) will be accountable for:

1. Providing accurate and timely advice with a particular focus on international matters to current and prospective HDR students, supervisors and non-academic staff on the admission requirements, scholarship eligibility, candidature variations, candidature progression, cotutelles, academic supervision, thesis submission, examination and completion processes.
2. Providing support to the OGR and HDR Candidature Coordinators for the administration of HDR candidature management with a particular focus on international matters.
3. Maintaining accurate academic records for HDR students through the close management of candidature, utilising University's student information system/s as required.
4. Providing timely case management support to current and prospective HDR students and supervisors about degrees offered by the University and HDR policies and procedures.
5. Preparing report data and information relating to commencements, progressions, completions and other HDR activities, to inform decisions for the University and Colleges about HDR students.
6. Collaborating with senior staff to resolve more complex issues relating to HDR administrative matters.
7. Providing executive support to research related committees or working parties for the OGR as required. This includes preparation of agenda, minutes, correspondence, reports, briefing documents and discussion papers, and taking follow-up action.
8. Standing in, as necessary, to HDR Candidature Coordinators and HDR Senior Candidature Officers on a range of matters relating to HDR student administration.
9. Any other responsibilities in line with the level of the position as assigned by the Supervisor and/or the University.

KEY POSITION CAPABILITIES

- Completion of a degree with subsequent relevant experience; or extensive experience and/or specialist expertise or broad knowledge in technical or administrative fields; or an equivalent combination of experience and/or education and/or training.
- Demonstrated ability to interpret, apply and provide advice on complex policies, procedures, and guidelines.
- Strong attention to detail, accuracy, and demonstrated ability to deliver very high standards of work.
- Excellent organisational and time management skills to prioritise workloads and manage multiple tasks.
- Well-developed oral, written and interpersonal communication skills including demonstrated ability to liaise effectively with a wide range of people, both internal and external to the University, including international students.
- Demonstrated ability to provide professional level of service to a wide range of people, both internal and external to the University and from diverse cultural backgrounds.
- Demonstrated ability to work effectively, both independently, and as a member of a team.
- Demonstrated competency in the use of the Microsoft Office suite of applications, internet and email.
- Proficiency in working with complex databases such as student management information systems, and other candidature management systems.
- Experience and/or a demonstrated understanding of the current issues impacting the higher education sector, particularly the ESOS Act, Government visa policies, and the National Code as they relate to the assessment and issuance of international student offers.

