

Graduate Research and Policy Officer

Position description

Employer	Monash Graduate Association Inc
Level/Classification	HEW 5
Employment Type	Full-time (Part-time considered for the right candidate) 2 years fixed-term contract
Work Location	Caulfield Campus
Date document created/updated	Aug 2025

Organisational context

The Monash Graduate Association Inc. (MGA) is an independent incorporated body that is responsible for, and answerable to, the Monash University graduate student community, as represented by the MGA Executive Committee (MGAEC). The MGA is the cross-campus representative body for all graduate students enrolled through Monash University and is recognised as such by Monash University in the University's Regulations. Services and support are provided to over 35,000 graduates across the Victorian campuses of Caulfield, Clayton, Parkville and Peninsula.

The MGA provides services and support to graduates studying by distance education, as well as off-campus graduates located at the Alfred Hospital complex, Monash Medical Centre and over 40 other government, medical and private organisations within Victoria. The MGA also provides limited support to graduates enrolled through the Monash Malaysia campus.

The MGA runs two full-time offices; one located at Clayton campus and one office at Caulfield campus. Regular office/advocacy sessions are scheduled for the smaller sites. Services provided to graduate students include advice and advocacy, representation, social events, academic support in the form of workshops and seminars, orientation and transition, information dissemination in the form of graduate-specific publications and website, policy development and quality assurance.

The MGAEC is the representative and governing body of the MGA. The Executive Officer of the MGA works closely with the MGA President and reports directly to the MGAEC. The management of all staff and operations of the MGA is the responsibility of the Executive Officer.

Why our staff work with us



Position purpose

Under the direction of the Research Manager, the Graduate Research and Policy Officer will conduct research into issues of relevance to the graduate student community, including survey development and implementation; quantitative and qualitative data analysis; and report writing.

The Graduate Research and Policy Officer is also responsible for the coordination of the graduate student representatives on Monash University committees and boards and facilitating communication between the student representatives, the University and the MGAEC regarding policies, procedures and graduate student specific issues.

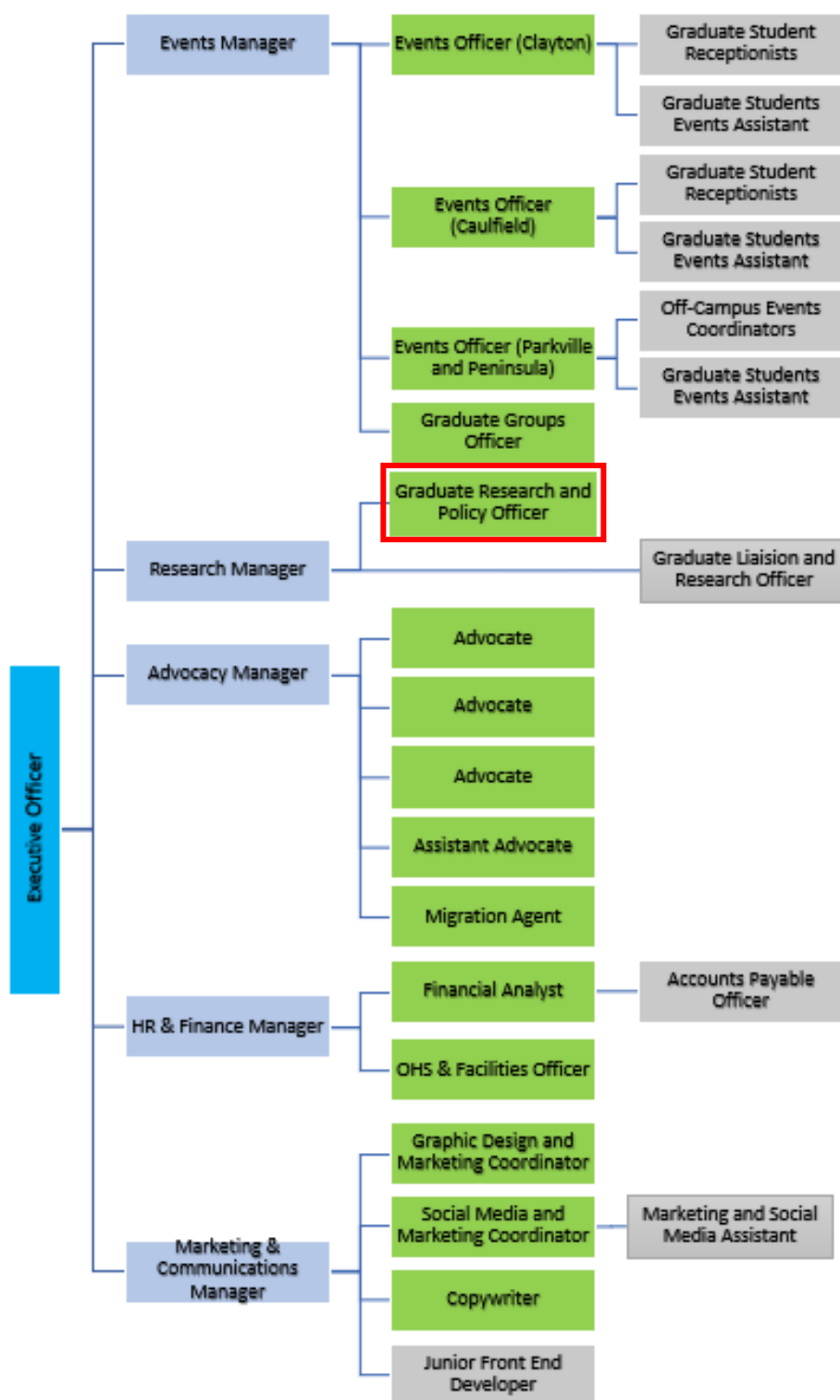
A core component of this role is to ensure the graduate community is heard, equitably represented and supported within Monash University. Consequently, the incumbent will be responsible for reviewing and developing submissions, advocating for changes that enhance the graduate student experience, and lobbying for reform where appropriate.

- **Reporting line:** The Graduate Research and Policy Officer will report to the Research Manager.
- **Level of supervision:** General direction
- **Financial delegation and /or budget responsibilities:** None.
- **Contribution to UN Sustainable Development Goals:**

- 1.2
- 3.4
- 4.3, 4.5, 4a
- 5.1, 5.5
- 10.3
- 12.5
- 16.6, 16.7
- 17.14



Staff organisational chart



Key result areas and responsibility

Survey development and analysis

- Under the direction of the Research Manager, develop questions for graduate student surveys.
- Support the design and deliveries of surveys and research activities.
- Contribute to the analysis and interpretation of both quantitative and qualitative data.
- Assist in preparing and finalising research reports for the MGA.

Policy development and submissions

- Assist graduate student representatives to lobby for change to internal policies, procedures and regulations to ensure the graduate community is fairly represented and well-supported within Monash University.
- Assist in drafting responses and providing feedback to university, government and any other relevant bodies producing proposals that affect the graduate student community.
- Maintain a database of submissions to university committees, government and any other relevant bodies.

Student representative network

- Manage the recruitment and appointment of graduate student representatives on university committees, including identifying vacancies, advertising positions, interviewing candidates, and coordinating with committee secretaries.
- Draft and deliver induction material and training sessions for graduate student representative holding positions on university committees and boards.
- Provide general support for all student representatives, and high-level support for student representatives on major university committees.
- Ensure information on generic and systemic issues is effectively conveyed to relevant graduate student representatives.
- Identify university committees without a graduate representative position and where relevant promote establishment of such a position.
- Maintain a database of graduate student representatives and relay updates to the Marketing and Communications team for website accuracy.

Collaboration with the MGAEC

- Assist the MGAEC in developing and implementing action plans that reflect the needs and priorities of the graduate student community. This may include the coordination of MGAEC led campaigns.
- Facilitate strong engagement between the MGAEC and the graduate student representatives to ensure effective communication, timely exchange of information and collaborative decision making.

General

- Promote the objectives and activities of the MGA at various information sessions including faculty and school inductions.
- Other duties as directed.

Key Selection criteria

Essential

1. A relevant tertiary degree qualification and/or relevant training and experience in the higher education sector.
2. Demonstrated experience in conducting qualitative and quantitative research.
3. Excellent verbal and written communication, including speak in public settings.
4. Excellent interpersonal and communication skills including the experience and confidence to write clearly for a broad range of audience and communicate effectively with various.
5. Excellent conceptual and analytical skills with ability to interpret complex data, think creatively and troubleshoot when necessary.
6. Demonstrated organisational and time management skills.
7. Experience in preparing submission, lobbying or engaging in advocacy.
8. Experience in using data analysis software such as Excel, Qualtrics and Tableau and other relevant software for research, data analysis and reporting.
9. Demonstrated ability to manage multiple deadlines, work independently and maintain a high attention to detail.
10. Proven capability to troubleshoot, problem solve and take initiative where necessary and appropriate.

Desirable

- Prior experience and knowledge of Australian university regulations, systems, and processes.

Other job-related information

- This is a diverse, hands-on role which requires professionalism, excellent interpersonal skills, enthusiasm and attention to detail.
- The position is based primarily on Caulfield campus but will require occasional travel to other Victorian campuses.
- The incumbent will be expected to assist in other areas of MGA service delivery during peak periods.
- Although rare, some out-of-hours work may be required.

Legal compliance

All staff employed by the MGA must be aware of and adhere to state and federal legislation and MGA policy and procedures relevant to the duties undertaken including in the areas of: Equal Opportunity; Discrimination; Occupational Health and Safety; Privacy; and Finance.