

## POSITION DESCRIPTION

<b>Position Title</b>	Research Project Officer		
<b>Organisational Unit</b>	Faculty of Health Sciences		
<b>Functional Unit</b>	Institute for Positive Psychology and Education		
<b>Nominated Supervisor</b>	Research Project Coordinator, Indigenous Thriving		
<b>Higher Education Worker (HEW) Level</b>	HEW 6	<b>Campus/Location</b>	North Sydney
<b>CDF Achievement Level</b>	1 All Staff	<b>Work Area Position Code</b>	10882
<b>Employment Type</b>	Full-time, Fixed-Term (2 years)	<b>Date reviewed</b>	August 2017

## ABOUT AUSTRALIAN CATHOLIC UNIVERSITY

Mission Statement: *Within the Catholic intellectual tradition and acting in Truth and Love, Australian Catholic University is committed to the pursuit of knowledge, the dignity of the human person and the common good.*

Australian Catholic University (ACU) is both a Catholic University and a public institution within the Australian higher education sector. ACU is an inclusive community which welcomes students and staff of all beliefs. The University is committed to a strong Catholic ethos and seeks to foster and promote teaching and learning, research and scholarship, and community engagement in the Christian tradition. As valued members of our community, all staff members are expected to have an understanding of ACU's [Mission](#) and values and to demonstrate an active contribution to them.

The University shares with universities worldwide a commitment to quality in teaching, research and service. It aspires to be a community characterised by free enquiry and academic integrity.

The University chooses to focus on areas of teaching and research that are closely connected with its particular character as a University that is Catholic, public and national. The focus areas are Theology and Philosophy, Health, Education, and the Common Good and Social Justice.

ACU has over 2,500 staff supporting more than 34,000 students across seven campuses – Adelaide, Ballarat, Brisbane, Canberra, Melbourne, North Sydney and Strathfield.

The structure to support this complex and national University consists of:

- Provost
- Chief Operating Officer & Deputy Vice-Chancellor
- Deputy Vice-Chancellor, Research
- Deputy Vice-Chancellor, Students, Learning and Teaching

Each portfolio consists of a number of Faculties, Research Institutes or Directorates. The Directorate of Identity and Mission drives both the Identity and the [Mission](#) of the University. In addition, five Associate Vice-Chancellors and Campus Deans focus on the University's local presence and development of the University at the local 'campus' level.

The University pursues performance excellence and offers an environment where staff are valued and rewarded. Staff are expected to demonstrate a commitment to continuous improvement and to participate fully in resolving issues to achieve and maintain quality standards relevant to role. Further information about a career with ACU is available at [www.acu.edu.au](http://www.acu.edu.au).

ACU is committed to diversity and social inclusion in its employment practices. Applications from Aboriginal and Torres Strait Islander people, people with disabilities and people from culturally diverse groups are encouraged.

## **ABOUT THE FACULTY OF HEALTH SCIENCES**

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Within the context of this mission the Faculty of Health Sciences contributes to its local, national and international communities by advancing knowledge in our key focus areas of health sciences, public health and psychology. The Faculty delivers above world standard research across its areas of expertise through its schools, school based research groups and Faculty and University Institutes all working to create new knowledge that will bring benefit to our communities by improving the well-being and quality of health care, especially for the vulnerable in our society.

ACU's research intensification strategy has produced exciting results for the Faculty as indicated by our continued success in gaining external research grants and our excellent results in the Australian government's Excellence in Research for Australia (ERA) 2015 assessment exercise.

## **ABOUT THE INSTITUTE FOR POSITIVE PSYCHOLOGY AND EDUCATION**

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The Institute of Positive Psychology and Education's (IPPE) team of internationally recognised researchers has produced award winning research that has been recognized with national and international prestigious awards. The Institute's strengths include: international recognition for theoretical, measurement and applied research; a strong track record of prestigious external grants and awards; publications in international journals of high repute; collaborative links with leading international researchers; established relations with industry and community organisations; and a world-class PhD program encompassing Positive Psychology, Sport and Health Psychology, Education, Educational Psychology, and Indigenous Education research.

IPPE's recognized world-class research program is characterised by: attraction of prestigious externally funded grants and research partnerships, publications in top tier scholarly works, a world-class research training experience for HDR students, and best practice Institute governance procedures.

## **ABOUT THE AUSTRALIAN CENTRE OF INDIGENOUS THRIVING (ACIT)**

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The Australian Centre for Indigenous Thriving research program utilises a positive psychology framework to develop and implement strengths-based, research-derived approaches to Indigenous education and well-being. The program explores how to identify and replicate Indigenous Australians' well-being to enable Indigenous children and youth to attain positive educational and life outcomes.

Indigenous research is also embedded throughout IPPE's research programs

## **POSITION PURPOSE**

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To provide high level administrative and research support to the Research Project Coordinator and Chief Investigators; to assist and support the coordination and implementation of research activities; and the preparation of research grant applications, briefing documents, and presentations.

## **POSITION RESPONSIBILITIES**

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### **Introduction**

A number of frameworks and standards express the University's expectations of the conduct, capability, participation and contribution of staff. These are listed below:

- ACU Strategic Plan 2015-2020
- Catholic Identity and Mission
- ACU Capability Development Framework
- Higher Education Standards Framework
- ACU Service Principles
- ACU Staff Enterprise Agreement including provisions in relation to Performance Excellence

The [Capability Development Framework](#) in particular is important in understanding the core competencies needed in all ACU staff to achieve the University's strategy and supports its mission.

## Key responsibilities

Key responsibilities specific to this position	Relevant Core Competences ( <a href="#">Capability Development Framework</a> )	Scope of contribution to the University			
		Within the work unit or team	School or Campus	Faculty or Directorate	Across the University
Provide efficient and effective administrative support to the Research Project Coordinator, and Chief Investigators. This includes organising meeting dates, times, venues and catering; preparing meeting agendas and taking minutes; preparing briefing and discussion papers; developing action lists and coordinating following-up on the timely resolution of items.	<ul style="list-style-type: none"> <li>• Communicate with Impact</li> <li>• Be Responsible and Accountable for Achieving Excellence</li> <li>• Know ACU Work Processes and Systems</li> </ul>	✓			
Provide support for the research activities. This includes coordination and implementation of research activities, preparation of research discussion papers, conducting literature reviews, preparing powerpoint presentations for conferences and meetings, drafting research grant applications, monitoring existing grant progress and reporting where necessary.	<ul style="list-style-type: none"> <li>• Communicate with Impact</li> <li>• Be Responsible and Accountable for Achieving Excellence</li> </ul>	✓			
Provide operational administrative support for research projects including organising and processing researcher and research assistant travel both domestic and international, prepare paperwork accordingly and organise approvals; and expense reimbursements, reconciling monthly credit card statements, and coordinating approvals in accordance with the delegations policy.	<ul style="list-style-type: none"> <li>• Know ACU Work Processes and Systems</li> </ul>	✓			
<p>Conduct qualitative and quantitative research data collection support and preliminary data analysis for research projects as required and monitor project progress and follow up action items.</p> <p>Conduct qualitative and quantitative data collection support and preliminary data analysis involving children, young people or adult participants. This may include face-to-face interviews, and interacting with young children off site in a school environment.</p>	<ul style="list-style-type: none"> <li>• Communicate with Impact</li> </ul>	✓			

Key responsibilities specific to this position	Relevant Core Competences ( <a href="#">Capability Development Framework</a> )	Scope of contribution to the University			
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Update publication reports emanating from research on social media outlets such as LinkedIn, Research Gate, as well as provide support for the development of publications including editing and submissions as required.	<ul style="list-style-type: none"> <li>Communicate with Impact</li> </ul>	✓			
Implement and maintain project documentation and data storage in accordance with ACU policy and legislation, and contribute to the continuous development and improvement of procedures for data management.	<ul style="list-style-type: none"> <li>Be Responsible and Accountable for Achieving Excellence</li> <li>Know ACU Work Processes and Systems</li> </ul>	✓			

## HOW THE ROLE OPERATES

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### Key Challenges and Problem Solving

- Ensuring the strategic management of research projects to optimise timely responses to queries, determine priorities and follow up to ensure conclusion and deadlines are met.
- Ensure a high professional image of the Institute and ensure it is maintained with highly professional powerpoints and materials for international prestigious conferences and presentations.
- Maintain discretion, social intelligence and confidentiality at all times, particularly when conducting preliminary analysis for complex large-scale data.

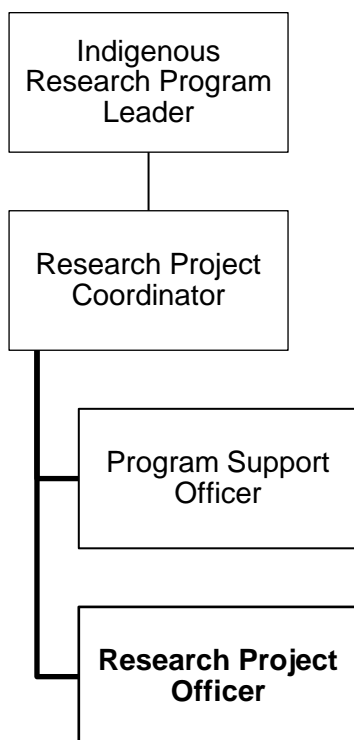
### Decision Making / Authority to Act

- The position holder responds to routine research project enquiries, referring complex matters to the supervisor or relevant staff member as appropriate.
- The position holder provides advice and recommendations to the ACIT Research Projects Coordinator and Chief Investigators related to project administration for improved workflows for consideration and approval.
- The Research Project Officer will be guided by the priorities of the program but must have the ability to work autonomously and determine their own priorities on day-to-day matters to support the management and efficient operation of the office.

### Communication / Working Relationships

- The position holder will be required to communicate with internal and external stakeholders including arranging meetings and to give and receive information for the Research Project Coordinator, Indigenous Thriving and Chief Investigators. The position holder also communicates with students and members of the general public with regards to arranging meetings or communicating responses.

## Reporting Relationships



For further information about structure of the University refer to the [organisation chart](#).

## SELECTION CRITERIA

### Qualifications, skills, knowledge and experience

1.	A relevant degree qualification in education and/or psychology with subsequent experience in research administration in a higher education context.
2.	Demonstrated ability to produce high quality reports, presentations and other written documents, and clear and concise communications for various audiences and stakeholders at all levels of the organisation.
3.	Demonstrated high level interpersonal and oral communication skills, including the ability to liaise in a highly professional manner with members of the public, all levels of staff across the organisation, and external agencies; to develop and maintain productive working relationships with peers and management.
4.	Demonstrated organisational and time management skills, and the ability to effectively prioritise work and meet deadlines, as well as the ability to work across a range of issues in a high volume work area.
5.	High level analytical and problem solving skills, and computer literacy skills, including demonstrated experience in researching issues, synthesising information and recommending effective solutions.

### Core Competencies (as per the [Capability Development Framework](#))

6.	Demonstrate confidence and courage in achieving ACU's Mission, Vision and Values by connecting the purpose of one's work to ACU's Mission, Vision and Values.
7.	Ability to take personal accountability for achieving the highest quality outcomes through understanding the organisational context, self-reflection, and aspiring to and striving for excellence, keeping service excellence as a top priority. See the <a href="#">ACU Service Principles</a> .
8.	Proven experience in making informed, evidence-based decisions by sourcing and interpreting business information.

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**Other attributes**

9.	Demonstrated commitment to cultural diversity and ethical practice principles and demonstrated knowledge of equal employment opportunity and workplace health and safety, appropriate to the level of the appointment.
10.	Evidence of ability to work with children, and contribute to and protect their safety and wellbeing. The successful applicant will be required to hold a valid working with children clearance for the State or Territory in which the position is located.

**Desirable**

11.	Postgraduate qualification in education and/or psychology.
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