

POSITION DESCRIPTION

Position Title	Research Projects Coordinator		
Organisational Unit	Faculty of Health Sciences		
Functional Unit	Institute of Positive Psychology and Education		
Nominated Supervisor	Research Program Manager		
Higher Education Worker (HEW) Level	HEW 7	Campus/Location	Strathfield/North Sydney
CDF Achievement Level	2 Management (Line)	Work Area Position Code	11088
Employment Type	Full-time, Fixed term	Date reviewed	March 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.

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 INSTITUTE FOR POSITIVE PSYCHOLOGY AND EDUCATION

The Institute for Positive Psychology and Education (IPPE) is led by its Director Professor Rhonda Craven and has produced award-winning research that has been recognised with national and international prestigious awards. The IPPE is supported by world-class research resources and infrastructure specialised research administration skills, post doctorate research fellows and PhD students; all of whom facilitate large-scale research studies. Its outstanding research environment also includes world-class research facilities, infrastructure support, intellectual capital (critical mass of world-class researchers, post doctorate research fellows, international visiting scholars and collaborators, and external linkages) and research mentoring and PhD supervision.

The IPPE is internationally recognised 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.

The IPPE also leads the international SELF Research Centre, founded in 2000 by Professors Marsh and Craven (750 members from 45 countries; Satellite Centre's at leading universities around the world). The IPPE also has a track record of successful ongoing collaboration with high-profile Australian industry partners (e.g. NSW Department of Education & Communities, Catholic Educational Office, NSW Police, Peer Support Foundation, Learning Links, NSW Aboriginal Education Consultative Group, and the Black Dog Institute) as well as international partners (Hong Kong Institute of Educational Research, German Max Planck Institute, German Institute for International Educational Research, UK Higher Education Academy, UK Centre for Multilevel Modelling, OECD PISA, Pearson Research & Assessment, Durham Curriculum, Evaluation & Management Centre, and the National Institute of Education Singapore).

ABOUT THE INDIGENOUS CULTURE, EDUCATION AND WELL-BEING PROGRAM

The Indigenous Culture, Education and Well-being research program led by Professor Janet Mooney 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 them to attain positive educational and life outcomes.

The Indigenous program also strives to strengthen teaching and learning in Indigenous Studies and build the research capability of Indigenous researchers. Indigenous research is embedded throughout IPPE's research programs.

POSITION PURPOSE

To facilitate the timely completion of large-scale externally funded research projects with research administration support, including the preparation of project plans, liaison with stakeholders, and collation of project information and data whilst being mindful of cultural sensitivity. To lead and supervise a team of Research Project Officers and Research Assistants as well as provide high level support for general Institute research administrative activities.

POSITION RESPONSIBILITIES

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 (Capability Development Framework)	Scope of contribution to the University			
		Within the work unit or team	School or Campus	Faculty or Directorate	Across the University
Oversee recruitment, coordination and scheduling of subject participation, preparation and adherence to ethics and other procedures as required by protocol.	<ul style="list-style-type: none"> Collaborate Effectively Make Informed Decisions Know ACU Work Processes and Systems 	✓			
Build and maintain relationships and communication with Indigenous communities, leaders and elders as well as Ethics Committees, stakeholders and other ACU staff as required to achieve the strategic outcomes of the Institute.	<ul style="list-style-type: none"> Be Responsible and Accountable for Achieving Excellence Communicate with Impact Apply Commercial Acumen 	✓			
Provide training, supervision, direction and support for project personnel, including project officers, research assistants, teachers and participants.	<ul style="list-style-type: none"> Be Responsible and Accountable for Achieving Excellence Communicate with Impact Coach and Develop 	✓		✓	
Ensure project compliance and progress in accordance with projected timelines and outcomes, including identifying issues, suggesting solutions and implementing contingency planning.	<ul style="list-style-type: none"> Collaborate Effectively Be Responsible and Accountable for Achieving Excellence Make informed decisions 	✓			
Schedule and support regular project meetings (on/off site) including: <ul style="list-style-type: none"> Drafting and distributing meeting agendas and meeting materials; Taking meeting minutes, if required; and Preparing reports outlining project progress. 	<ul style="list-style-type: none"> Collaborate Effectively Be Responsible and Accountable for Achieving Excellence 	✓			

Key responsibilities specific to this position	Relevant Core Competences (Capability Development Framework)	Scope of contribution to the University			
		Within the work unit or team	School or Campus	Faculty or Directorate	Across the University
Oversee and ensure the preparation and quality of all data collected is in adequate form for the Data Analyst team.	<ul style="list-style-type: none"> • Be Responsible and Accountable for Achieving Excellence • Know ACU Work Processes and Systems • Collaborate Effectively 	✓			
Support the preparation and submission of grant applications in accordance with timelines as directed by the Senior Research Development Manager.	<ul style="list-style-type: none"> • Be Responsible and Accountable for Achieving Excellence • Know ACU Work Processes and Systems • Make Informed Decisions 	✓			

HOW THE ROLE OPERATES

Key Challenges and Problem Solving

- Problem solve and manage workload to effectively project manage the successful achievement and completion of research projects.
- Maintain effective communication processes, with investigators, stakeholders and other members of the multi-disciplinary team to ensure information is appropriately shared.

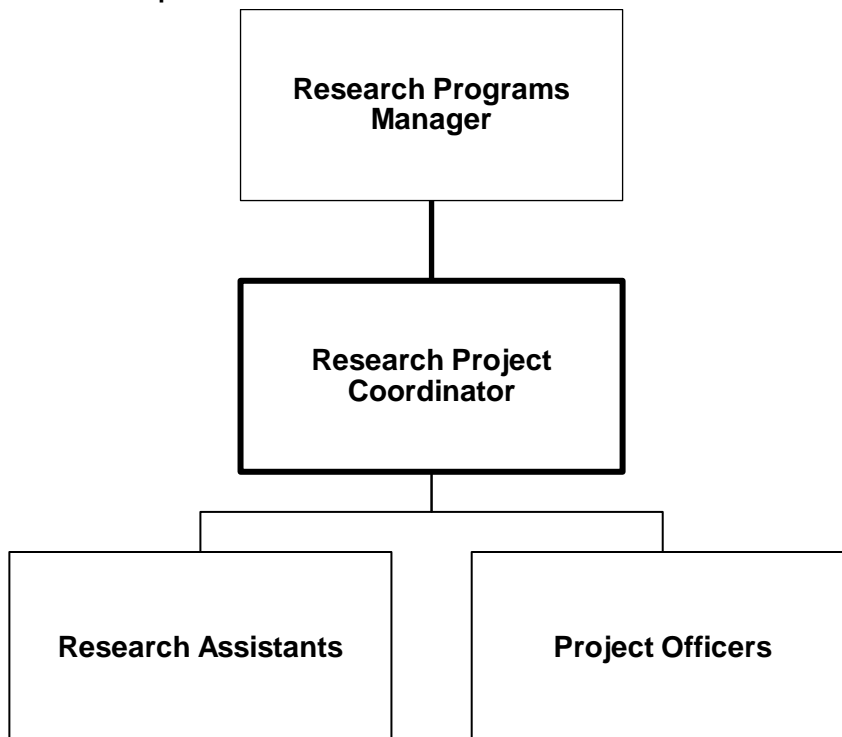
Decision Making / Authority to Act

- The position holder follows up with the research team to ensure and support the achievement of project objectives.
- The position holder informs the Chief Investigator about serious and adverse events and variations to project plans.
- The position holder ensures subject participation in projects are implemented and conducted in accordance with University and external protocols and ethics.

Communication / Working Relationships

- The position holder is required to communicate internally and externally with the research team as well as external organisations and schools to facilitate the project outcomes.

Reporting Relationships



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

SELECTION CRITERIA

Qualifications, skills, knowledge and experience

1.	A degree in education/psychology and experience in research project management (ie design, organisation, collection and preliminary analysis of large-scale and longitudinal survey data and conducting interviews and focus groups).
2.	Demonstrated ability to produce accurate management information reports for a range of internal and external stakeholders.
3.	Knowledge, skills and demonstrated experience in the use of software products, eg Qualtrics, in the design and preparation of Survey documentation. Understanding processing of data and basic statistical analysis and/or coding of quantitative and qualitative data. Knowledge, skills, and demonstrated experience in statistical analysis MPlus, and in applying statistical research tools and methodologies

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

4.	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.
5.	Demonstrated ability to work collaboratively internally and externally with all stakeholders to capitalise on all available expertise in pursuit of excellence.
6.	Demonstrated capacity to coach and develop self and others through setting clear expectations, managing performance and developing required capabilities to establish a culture of learning and improvement.
7.	Demonstrated track record of taking personal accountability for achieving the highest quality outcomes through understanding the context, self-reflection, and aspiring to and striving for excellence.

Other attributes

8..	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.
9.	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.