

POSITION DESCRIPTION

| | | | |
|--|--|--------------------------------|----------------|
| Position Title | Research Project Officer | | |
| Organisational Unit | Faculty of Health Sciences | | |
| Functional Unit | Institute for Positive Psychology and Education | | |
| Nominated Supervisor | Research Program Manager or Research Project Coordinator | | |
| Higher Education Worker (HEW) Level | HEW 6 | Campus/Location | North Sydney |
| CDF Achievement Level | 1 All Staff | Work Area Position Code | |
| Employment Type | Full-time, Fixed Term | Date reviewed | September 2018 |

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.*

At ACU we pride ourselves on offering a welcoming environment for everyone. At the same time, we are a university committed to standing for something clear. We stand up for people in need and causes that matter. ACU's Mission is central to the University, and informs every area – integrating the dignity of the human person, the common good, and ethical and social justice considerations into our core activities of student learning and teaching, research and service.

We are a publicly-funded university which has grown rapidly over the past few years. We're young, but we are making our mark: ranking among the top universities worldwide. We have got seven campuses around Australia, more than 200 partner universities on six continents, and a campus in Rome, Italy.

We know that our people make us a university like no other. It's your values, action and passion that makes the difference. Whatever role you may play in our organisation: it's what you do that defines who we are.

We value staff, offering excellent leave and employment conditions, and foster work environments where they have the ability grow and develop. We continue to invest in our facilities and workplaces, and actively involve staff in shaping the future direction of the organisation.

In order to be agents of change in the world, we all need to see life through the eyes of others. We believe that our role as a university is to inspire and equip people to make a difference – and that means cultivating their ability to act and think empathetically.

We hope that you might champion these values, and work with us to create a place of learning that is not only the envy of the world, but the making of it.

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
- Vice President
- Pro Vice-Chancellor Assisting the Vice-Chancellor and President

Each portfolio consists of a number of Faculties, Research Institutes or Directorates. The Vice President 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.

ABOUT THE INSTITUTE FOR POSITIVE PSYCHOLOGY AND EDUCATION

The Institute of Positive Psychology and Education's (IPPE) team of internationally recognised researchers has produced award winning research that has been recognised 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 recognised 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 POSITIVE PSYCHOLOGY RESEARCH PROGRAM

The Positive Psychology Research (PPR) Program is one of three programs in IPPE. Current research within the program aims to produce high-quality empirical research incorporating interventions and randomised control trials, large-scale longitudinal or cross-country survey data, and development of new statistical approaches.

POSITION PURPOSE

The Research Project Officer provides high-level project support for research projects from inception to completion and will assist researchers with the design, data collection and facilitation of research projects. This includes all research and administrative activities required to deliver the research project as well as provide support for general Institute 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 |
| Contribute to the implementation of research projects from inception to completion under the direction of the researchers and other project stakeholders, including the Research Program Manager/ Project Coordinator. This involves assisting with preparation and submission of administrative documents and research reports; coordination of data collection whilst ensuring research confidentiality and related protocols are maintained; financial processing and budget management in accordance with the delegations policy; and preliminary data analysis including cleaning of qualitative and quantitative data. | <ul style="list-style-type: none"> • Be Responsible and Accountable for Achieving Excellence • Know ACU Work Processes and Systems • Make Informed Decisions | ✓ | | | |
| Support researchers in the planning, coordination, and organisation of the work of all research staff employed on the research projects. Participate in research team meetings and make recommendations for improved processes for the achievement of project objectives. | <ul style="list-style-type: none"> • Be Responsible and Accountable for Achieving Excellence • Communicate with Impact • Make Informed Decisions | ✓ | | | |
| Assist in the preparation and drafting of ethics applications; reports of research findings; and literature reviews. This may involve overall facilitation of content and liaison with internal and external stakeholders. | <ul style="list-style-type: none"> • Be Responsible and Accountable for Achieving Excellence • Know ACU Work Processes and Systems • Make Informed Decisions | ✓ | | | |
| Identify and investigate potential inconsistencies and/or inefficiencies in workflows, recommending processes to achieve a higher level of efficiency in accordance with ACU research protocols and ACU business processes. | <ul style="list-style-type: none"> • Know ACU Work Processes and Systems • Collaborate Effectively | | ✓ | | |
| Conduct data processing, cleaning, management and storage of electronic and hard copy documentation (e.g., permissions, surveys, qualitative and quantitative data) in accordance with ACU archival procedures and national legislation. Contribute to the continuous development and improvement for procedures for data management. | <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

- Providing a consistently high level of support to the research project stakeholders, working across multiple projects, responding to work demands quickly and efficiently and prioritising project tasks effectively.
- Preliminary analysis of complex large-scale and longitudinal survey data.
- Ensure accuracy of statistical databases and compliance with external and internal protocol and regulations.

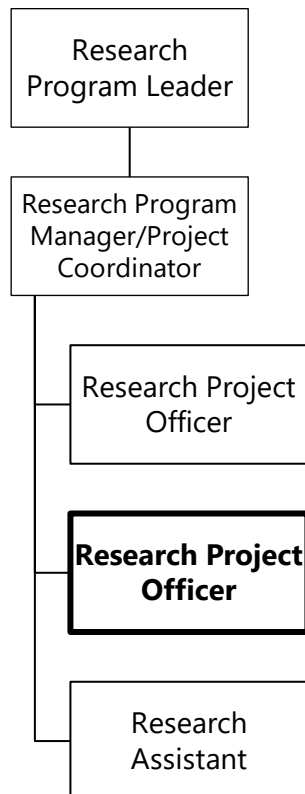
Decision Making / Authority to Act

- The position holder is responsible for the day to day management of their own work priorities within the agreed parameters of the project plan.
- The position holder works independently to organise data collection, analysis and quality checking in line with project objectives, timelines and budgetary requirements. The position refers complex matters to the supervisor for guidance and/or resolution.
- The position holder is responsible for supervising research administrative casual staff involved in external data collection.

Communication / Working Relationships

- The position holder works collaboratively with researchers and other project stakeholders to provide support and implement project plans/tasks.
- The position holder liaises with research participants to organise quantitative and qualitative data collection.
- The position holder is required to communicate internally and externally 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 a relevant discipline (e.g. Psychology) with equivalent professional experience and training. |
| 2. | Skills and experience in research, including the design, organisation, collection, management and preliminary analysis of large-scale and longitudinal data. |
| 3. | Demonstrated experience in conducting research and/or practice with population stipulated in the research project proposal. |
| 4. | Demonstrated ability to coordinate the implementation of research projects. |
| Core Competencies (as per the Capability Development Framework) | |
| 5. | 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. |
| 6. | Demonstrated ability to work independently and collaborate effectively as part of a team to achieve individual and team goals. |
| 7. | An ability to take personal accountability for achieving high quality outcomes, keeping stakeholder interests at the core of business decisions in order to achieve organisational objectives and service excellence. See the ACU Service Principles . |
| 8. | Demonstrated ability to plan work effectively and simultaneously meet tight timeframes in order to manage a number of complex and competing matters. |
| 9. | A commitment to continuous improvement including the ability to make informed decisions, seek feedback and conduct reviews to achieve high quality outcomes that align with best practice. |
| Other attributes | |
| 10. | 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. |
| 11. | 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. |