ORGANISATIONAL CONTEXT

Everyone needs a platform to launch a satisfying career. At Monash, we give you the space and support to take your career in all kinds of exciting new directions. You’ll have access to quality research, infrastructure and learning facilities, opportunities to collaborate internationally, as well as the grants you’ll need to publish your work. We’re a university full of energetic and enthusiastic minds, driven to challenge what’s expected, expand what we know, and learn from other inspiring, empowering thinkers. Discover more at www.monash.edu.

The Faculty of Education is one of the largest and most comprehensive in the world, spanning early childhood, primary, secondary and adult education. Ranked 1st in Australia by Academic Ranking of World Universities and 14th in the world by QS World University Rankings, the Faculty has a vibrant research culture. Our aim is to produce compelling and rigorous research that has real-world impact nationally and internationally.

The Faculty is currently undertaking major projects, such as the Education Futures initiative, which is focused on the translation of research into practical applications, and The Q Project (Quality Use of Evidence Driving Quality Education).

POSITION PURPOSE

The Senior Research Officer is responsible for overseeing and delivering high-quality research services to support the operations of the research team within the field of youth studies, education policy and practice. You will contribute towards the research effort of the University and develop your research expertise through the pursuit of defined projects relevant to the particular field of research.

The Senior Research Officer performs a range of significant and complex research activities that play a critical role in supporting the delivery of the program outcomes. This includes overseeing and conducting field research, administration of projects and supporting the acquisition of grants, while ensuring a compliant and safe research environment.

The Senior Research Officer is a subject matter expert and provides specialist advice to clients, stakeholders and colleagues and delivers efficient research services.

**Reporting Line:** The position reports to the Dean, Faculty of Education under broad direction

**Supervisory Responsibilities:** Not applicable
Financial Delegation: Not applicable
Budgetary Responsibilities: Not applicable

KEY RESPONSIBILITIES

Specific duties required of a HEW 7 (Research Support) may include:

1. The conduct of research under supervision either as a member of a team and, where appropriate, independently and the production or contribution to the production of conference and seminar papers and publications from that research
2. Involvement in professional activities including, subject to availability of funds, attendance at conferences and seminars in the field of expertise
3. Working with teams within Monash University and research partners based in other universities and organisations
4. Administrative functions primarily connected with the area of research in which the position is based
5. Development of ethics applications
6. Development of a limited amount of research-related material for teaching or other purposes with appropriate guidance from other staff
7. Attendance at meetings associated with research or the work of the organisational unit to which the research is connected and at faculty meetings

KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:
   - A post-graduate qualification in youth studies, education policy and practice or a closely related field

Knowledge and Skills

2. Demonstrated analytical and manuscript preparation skills; including a track record of supporting refereed research and general audience publications
3. Demonstrated ability to work with quantitative and qualitative data
4. Ability to solve complex problems by using discretion, innovation and the exercise diagnostic skills and/or expertise
5. Well-developed planning and organisational skills, with the ability to prioritise multiple tasks and set and meet deadlines
6. Excellent written communication and verbal communication skills with proven ability to produce clear, succinct reports and documents
7. A demonstrated awareness of the principles of confidentiality, privacy and information handling
8. A demonstrated awareness of the ethical issues associated with working with children and young people
9. A demonstrated capacity to work in a collegiate manner with other staff in the workplace
10. Demonstrated computer literacy and proficiency in the production of high level work using software such as Microsoft Office applications and specified University software programs, with the capability and willingness to learn new packages as appropriate
OTHER JOB RELATED INFORMATION

- Travel to other campuses of the University and international fieldwork may be required
- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which taking of leave may be restricted
- A current satisfactory Working With Children Check is required
- A current satisfactory Police Records Check is required

LEGAL COMPLIANCE

Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including: Equal Employment Opportunity, supporting equity and fairness; Occupational Health and Safety, supporting a safe workplace; Conflict of Interest (including Conflict of Interest in Research); Paid Outside Work; Privacy; Research Conduct; and Staff/Student Relationships.