

Position Description

Research Administration Officer

Position No:	NEW
Business Unit:	School of Education
Division:	Education
Department:	School of Education
Classification Level:	HEO6 - \$80,515 – \$86,870
Employment Type:	Fixed term, Part time (0.6FTE) for one year
Campus Location:	Location Independent / Work from home
Other Benefits:	http://www.latrobe.edu.au/jobs/working/benefits

Further information about:

La Trobe University - <http://www.latrobe.edu.au/about>

For enquiries only contact: Professor Pamela Snow or Associate Professor Tanya Serry

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Position Context

The Science of Language and Reading (SOLAR) Lab, was established in the La Trobe School of Education in 2020, to assist educators, policy-makers and clinicians to adopt well-established, scientific approaches to improve how children are taught to read and how struggling learners are identified and supported at the earliest opportunity. This work extends across primary and secondary schools. The key function of this position will be to provide administrative research support to the SOLAR Lab Co-Directors, Professor Pamela Snow and Associate Professor Tanya Serry.

Duties may include:

- Develop and maintain a working knowledge of The SOLAR Lab Co-Directors' research agendas, in order to support the SOLAR Lab Co-Directors on research-related matters.
- Assist with processes associated with conducting and publishing high quality and high impact research under limited supervision, both independently and as part of a team.
- Assist in obtaining research funding from internal and external sources.
- Conduct data-base searches and prepare bibliographies and draft literature reviews on topics identified by the SOLAR Lab Directors.
- Contribute to professional activities related to research data collection, analysis, and dissemination.
- Attend University meetings associated with research, advocacy, partnership projects and/or relevant external meetings.
- Prepare meeting agendas and maintain meeting records and action items; initiate follow-up on these where needed.
- Assist with the preparation of Human Research Ethics Committee applications and research applications to external education, justice, and welfare bodies.
- Comply with ethical requirements regarding conduct of research and storage of data.
- Liaise with external stakeholders to facilitate data collection.
- Under supervision, collect and manage quantitative and qualitative research data. Establish and maintain data-bases, conduct initial analyses, and contribute to the dissemination of research findings.
- Undertake limited administrative functions connected with SOLAR Lab areas of research, advocacy, education, partnerships, and supervision.
- Undertake other duties commensurate with the classification and scope of the position as required by the SOLAR Lab Directors.

Key Selection Criteria

- Completion of (minimum) Bachelor's degree in Speech Pathology or Psychology.
- Ability to work effectively under limited supervision or independently.
- Strong oral and written communication skills, including the ability to interact effectively with people from a diverse range of backgrounds.
- Demonstrated ability to work as a member of a team in a cooperative and collegial manner.
- Demonstrated high level of self-motivation and personal management skills.
- A current Victorian Driver's License

Essential Compliance Requirements

To hold this La Trobe University position the occupant must:

- hold, or be willing to undertake and pass, a Victorian Working With Children Check; AND
- take personal accountability to comply with all University policies, procedures and legislative or regulatory obligations; including but not limited to TEQSA and the Higher Education Threshold Standards.

La Trobe Cultural Qualities

Our cultural qualities underpin everything we do. As we work towards realising the strategic goals of the University we strive to work in a way which is aligned to our four cultural qualities:

- We are **Connected**: We connect to the world outside — the students and communities we serve, both locally and globally.
- We are **Innovative**: We tackle the big issues of our time to transform the lives of our students and society.
- We are **Accountable**: We strive for excellence in everything we do. We hold each other and ourselves to account, and work to the highest standard.
- We **Care**: We care about what we do and why we do it. We believe in the power of education and research to transform lives and global society. We care about being the difference in the lives of our students and communities.

For Human Resource Use Only

Initials: Date: