POSITION DESCRIPTION

Position Title: Research Assistant – Research Technology
Organisation Unit: School of Languages and Cultures
Position Number:
Type of Employment: Full-time, fixed term
Classification: Hew Level 6

THE UNIVERSITY OF QUEENSLAND

The University of Queensland (UQ) contributes positively to society by engaging in the creation, preservation, transfer and application of knowledge. UQ helps shape the future by bringing together and developing leaders in their fields to inspire the next generation and to advance ideas that benefit the world. UQ strives for the personal and professional success of its students, staff and alumni. For more than a century, we have educated and worked with outstanding people to deliver knowledge leadership for a better world.

UQ ranks in the world’s top universities, as measured by several key independent ranking, including the Performance Ranking of Scientific Papers for World Universities (43), the US News Best Global Universities Rankings (45), QS World University Rankings (48), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (69). UQ again topped the nation in the prestigious Nature Index, and our Academic Ranking of World Universities result in the field of Life and Agricultural Sciences is the highest in Australia at 20.

UQ has an outstanding reputation for the quality of its teachers, its educational programs and employment outcomes for its students. Our students remain at the heart of what we do. The UQ experience – the UQ Advantage – is distinguished by a research enriched curriculum, international collaborations, industry engagement and opportunities that nurture and develop future leaders. UQ has a strong focus on teaching excellence, winning more national teaching excellence awards than any other in the country and attracting the majority of Queensland’s highest academic achievers, as well as top interstate and overseas students.

UQ is one of Australia’s Group of Eight, a charter member of edX and a founding member of Universitas 21, an international consortium of leading research-intensive universities.

Our 50,000-plus strong student community includes more than 13,000 postgraduate scholars and more than 12,000 international students from 144 countries, adding to its proud 240,000-plus alumni. The University has about 7,000 academic and professional staff and a $1.8 billion annual operating budget. Its major campuses are at St Lucia, Gatton and Herston, in addition to teaching and research sites around Queensland and Brisbane city. The University has six Faculties and four University-level Institutes. The Institutes, funded by government and industry grants, philanthropy and commercialisation activities, have built scale and focus in research areas in neuroscience, biomolecular and biomedical sciences, sustainable minerals, bioengineering and nanotechnology, as well as social science research.
UQ has an outstanding track-record in commercialisation of our innovation with major technologies employed across the globe and integral to gross product sales of $11billion+ (see http://uniquest.com.au/our-track-record).

UQ has a rapidly growing record of attracting philanthropic support for its activities and this will be a strategic focus going forward.

Organisational Environment
The Faculty of Humanities and Social Sciences (HASS) is a large comprehensive Faculty with a broad academic profile and substantial research achievements. The Faculty Office is based at the St Lucia campus in the iconic Forgan Smith building adjacent to the Great Court of the University. The Executive Dean of the Faculty is Professor Heather Zwicker.

The Faculty comprises seven Schools (Communication & Arts; Education; Historical & Philosophical Inquiry; Languages & Cultures; Music; Political Science & International Studies; Social Science), two research Institutes (Institute for Social Science Research; Institute for Advanced Studies in the Humanities), two museums (Anthropology Museum and the RD Milns Antiquities Museum), a new Faculty Centre for Policy Futures, and several school-based research centres. The Faculty is also host to the Institute for Modern Languages and the Confucius Institute. The Faculty offers a broad range of programs to a large cohort of international and domestic students, with 850 research higher degree students, approximately 1,500 students in postgraduate coursework degrees and close to 8,000 undergraduates.

There are over 300 academic staff across the Faculty, making it one of the largest in Australia. One indicator of the Faculty’s standing in the disciplines that we research is membership in the learned academies, where UQ can proudly claim 33 members of the Australian Academy of the Humanities and 50 members of the Academy of Social Sciences in Australia.

Teaching in the Faculty is underpinned by substantial research performance and several specialized fields of research were judged at the highest level (5 ranking) in the 2015 Excellence in Research Australia (ERA) round. These fields include Specialist Studies in Education; Political Science; Cultural Studies; Literary Studies; History and Philosophy of Specific Fields. Overall, HASS returned outputs to 21 disciplinary field codes, where 90% were rated above (4 ranking) or well above world standard (5 ranking). This is indicative of high quality and capacity in research.

These research achievements internationally are reflected in the 2017 Leiden rankings (based on impact, not reputation), where the Humanities and Social Sciences at UQ ranks 16th in the world on the quantum of publications in ranked journals, placing us first in Australia and in the Oceania region (for the full data-set see http://www.leidenranking.com).

The quality of our overall Faculty’s performance is also evident in the QS World University Rankings for 2017 which places Social Sciences/Management at UQ at 39th in the world, and Humanities at 50th in the world. This data can be accessed at: http://www.topuniversities.com/faculty-rankings.

More information about the Faculty can be accessed at http://www.hass.uq.edu.au/.

The School of Languages and Cultures is one of the largest Schools of language instruction in Australia with over 45 academic staff. The School teaches Chinese, French, German, Indonesian, Japanese, Korean, Russian and Spanish, as well as Linguistics and Applied Linguistics, to students in the Bachelor of Arts, Bachelor of International Studies, the university-wide concurrent Diploma in Languages, the Diploma of Arts, and dual degree programs.
At postgraduate level the School offers two NAATI-accredited Masters programs in Translation and Interpreting (one in Japanese and one in Chinese) and a large Masters program in Applied Linguistics. Staff research and supervise PhD students in a diverse range of fields relating to languages and cultures.

Information for Prospective Staff
Information about life at UQ including staff benefits, relocation and UQ campuses is available at [http://www.uq.edu.au/current-staff/working-at-uq](http://www.uq.edu.au/current-staff/working-at-uq)

DUTY STATEMENT

Primary Purpose of Position

To contribute as a member of the School of Languages and Cultures by providing support to the Postdoctoral Research Fellow (Research Technology) in leading the development of technologies to support the research programs of staff more broadly in the School. The role will further assist in setting up and creating digital materials for the Language Data Analysis Laboratory (LADAL) as well as providing analytical services to assist with ongoing and new research projects within the School.

Duties

Duties and responsibilities include, but are not limited to:

- Work closely with the Postdoctoral Research Fellow (Research Technology) to develop appropriate project plans and collaborate on the timely execution and documentation of these projects.
- Describe and document linguistics methods; predominantly qualitative and field work methods.
- Create materials (tutorials, exercises) for staff and students in which they are trained in linguistics methods; predominantly qualitative and field work methods.
- Assist in the development of a web-based platform for training staff and students in qualitative and field work methods.
- Undertake Professional Development and Training as required in relevant technologies and tools.
- Work in collaboration with academic staff to test and utilise relevant technology for further research.
- Assist with the writing of Grants, Research Papers and Instructional Documentation.
Other
Other duties as directed by your Supervisor to assist with the overall functioning and operation of the School.

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including:

- the University’s Code of Conduct
- requirements of the Queensland occupational health and safety (OH&S) legislation and related OH&S responsibilities and procedures developed by the University or Institute/School
- the adoption of sustainable practices in all work activities and compliance with associated legislation and related University sustainability responsibilities and procedures
- requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related responsibilities and procedures developed by the University

Organisational Relationships
The position reports to the Postdoctoral Research Fellow (Research Technology), School of Languages and Cultures.
SELECTION CRITERIA

Essential

- Completion of an undergraduate degree; or an equivalent combination of relevant experience and/or education/training in an appropriate area relating to the use of technology in linguistic or cultural research.
- Demonstrated ability to carry out research related work in both supervised and autonomous environments.
- Demonstrated knowledge in Qualitative Research and willingness to learn about quantitative methods.
- Experience in transcription and transcription software.
- Demonstrated knowledge and experience in at least one of the following frameworks/methods/topics:
  a. Conversation analysis
  b. Discourse analysis
  c. Text analysis
- Experience in fieldwork.
- Superior inter-personal and communication skills.
- Demonstrated knowledge and experience in web design and development.
- Ability to work in a culturally diverse environment.

Desirable

- Ability to design effective training materials for use by a range of audiences.
- Experience with R, R Markdown, Git, or website design with HTML/XML is a plus.
- Experience in anthropological linguistics.
- An interest in the development of digital learning and teaching materials.
- Sound knowledge of University academic policies and procedures.
- 2-3 years’ experience in using qualitative research methods.

The University of Queensland values diversity and inclusion and actively encourages applications from those who bring diversity to the University. Please refer to the University’s Diversity and Inclusion webpage (http://www.uq.edu.au/equity) for further information and points of contact if you require additional support.

Accessibility requirements and/or adjustments can be directed to the contact person listed in the job advertisement.