**Position Description**

Title: Research and Laboratory Coordinator  
HEW Level: HEW Level 6

Faculty/Office: Faculty of Human Sciences  
Position Number: 0000036335

Department/Team: Linguistics  
Date: March 2016

**Position Purpose:** To coordinate and support the planning and implementation of research projects and/or activities for the Child Language Laboratory.

**ORGANISATIONAL CONTEXT**

The Faculty of Human Sciences at Macquarie University (Sydney) offers a unique and exciting combination of disciplines across 4 key areas of expertise - Health, Education, Language and the Mind. The faculty is known for its high calibre professionally accredited courses and its research excellence across the Departments of Educational Studies, Linguistics, Psychology and Cognitive Science.

The Department of Linguistics hosts various research centres, clinical groups, and other research groups, which foster a dynamic and interdisciplinary teaching and research environment. Teaching and research within the department extends across five distinct, yet interrelated, disciplinary areas including Speech and Language Pathology, Audiology, Translation and Interpretation.

**ORGANISATION CHART**

[Diagram showing the organizational structure, including ARC Laureate Fellow and Distinguished Professor, Postdoctoral Fellow X 3, Research Associate, Research and Laboratory Coordinator, Senior Research Officer, Research Assistant.]
### KEY ACCOUNTABILITIES

- Liaise with staff and students in the Child Language Laboratory to identify and document participant requirements for scheduled research projects and activities.
- Coordinate and manage the recruitment of participants for laboratory study requirements including liaising with childcare centres and parents, assisting with preparations for and representing the University at baby and infant exhibitions and profiling opportunities amongst the University student population.
- Log, update and maintain participant details in a central database ensuring all information is accurate and readily available during the recruitment process.
- Assist in the coordination of research activities for the Child Language Lab including the coding of data and preparation of results.
- Coordinate and assist the preparation of project documentation including ethics applications and amendments.
- Review and update the Child Language Laboratory newsletter, website and online recruitment advertisements to ensure all information is current and accurate.
- Initiate and build relationships with key media contacts and prepare and distribute press releases and/or information updates on recent research results from the laboratory with the aim of raising the profile of the research and to assist with the recruitment of participants for future studies.
- Identify, develop and implement improvements procedures to increase research efficiency.
- Build and manage relationships with internal and external stakeholders including laboratories, government bodies and media contacts.
- Comply with relevant EEO and WHS regulations.
- Perform any other duties as required and appropriate for this classification.

### POSITION CONTEXT

| Reports to: | ARC Australian Laureate Fellow and Distinguished Professor |
| Positions Reporting to: | Direct: nil  
Indirect: nil |
| Key Direct Clients: | • Staff and Students at the Child Language Lab  
• Participants and their parents |
| Other Key Relationships: | • External child care centres  
• Government bodies  
• Other laboratories  
• Group Marketing  
• External media organisations |
| Budget Accountability: | Nil |
| Role-specific Conditions: | • Working with children checks  
• Occasional weekend availability |
| Scope and autonomy | Within defined parameters, adapts and develops processes, procedures, systems and/or techniques that impact how work is performed. |
| Problem solving | Regularly identifies, designs, develops and implements improvements to work procedures, practices, systems and/or techniques. |
## CAPABILITY FRAMEWORK

Capability Frameworks describe the behaviours, skills, attributes and experience required to successfully perform a position or group of similar positions.

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<tr>
<th>COMPETENCIES</th>
<th>ATTRIBUTES</th>
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<tr>
<td><strong>Planning and Execution</strong>: Managing time and resources to complete tasks and achieve objectives.</td>
<td><strong>Perseverance</strong>: Persevering despite obstacles to ensure tasks are completed.</td>
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<td><strong>Quality Focus</strong>: Ensuring accuracy and quality when completing tasks.</td>
<td><strong>Flexibility</strong>: Responding effectively to unexpected or changing circumstances.</td>
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<td><strong>Communication</strong>: Effectively grasping and conveying ideas and concepts to others.</td>
<td><strong>Reliability</strong>: Meeting commitments and responsibilities.</td>
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<td><strong>Service Focus</strong>: Making students, staff, key contacts and their needs a priority.</td>
<td><strong>Initiative</strong>: Taking action to address problems and prevent them from reoccurring.</td>
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<td><strong>Teamwork</strong>: Working in collaboration with others to achieve shared goals.</td>
<td><strong>Interpersonal Impact</strong>: Make a positive impression on others in a range of interpersonal contexts.</td>
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<td><strong>Change Focus</strong>: Adapting to new situations and dealing with change.</td>
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**REQUIRED KNOWLEDGE**
Qualifications, technical and/or professional skills and information needed from day one for successful performance.

- Degree in Linguistics, Psycholinguistics or related discipline.
- PRAAT acoustical analysis software
- Understanding of research design and methodologies
- Computer skills including MS Office, database management, and social media platforms.

**ACQUIRED KNOWLEDGE**
Organisational and/or professional skills and information to be developed within the first 3 to 6 months in the role for successful performance.

- Knowledge of the faculty’s functions and structure.
- Knowledge of the faculty’s policies, systems, processes and procedures.
- Knowledge of what other areas of the University do and how they interact with the faculty.

**KEY EXPERIENCES**
Practical experiences and exposure to specific environments or activities related to successful performance.

- Undertaking research working with children
- Experience working with pre-schoolers
- Working in a research laboratory (speech perception and production, eye-tracking, EEG).
- Coordinating delivery of research laboratory activities.
- Working with children.
- Updating and maintaining participant information in a central database.
- Assisting in preparing ethics applications.
- Communicating with people from diverse backgrounds.
- Updating web and print content.