# Position Description

<table>
<thead>
<tr>
<th>Title:</th>
<th>Senior Research Officer</th>
<th>HEW Level:</th>
<th>HEW 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty:</td>
<td>Faculty of Human Sciences</td>
<td>Position Number:</td>
<td></td>
</tr>
<tr>
<td>Department:</td>
<td>Department of Linguistics</td>
<td>Date:</td>
<td>October 2019</td>
</tr>
</tbody>
</table>

**Position Purpose:** To provide support in the planning and implementation of research on the ARC Future Fellowship project “Multicultural Australian English: The new voice of Sydney”

## ORGANISATIONAL CONTEXT

The Faculty of Human Sciences offers both undergraduate and postgraduate degree programs and contains a number of internationally recognised research centres and several clinical groups. The faculty has close links to the Macquarie University Hospital and the Australian Hearing Hub.

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 Pathology and Audiology.

The ARC Future Fellowship project “Multicultural Australian English: The new voice of Sydney” project aims to generate an integrated and inclusive model of Australian-English, through meticulous phonetic analysis of spoken language used by adolescents from a range of ethnic backgrounds. Project outcomes are expected to inform sociophonetic theories of variation, ethnicity, and identity, and provide a framework for supporting sociocultural cohesion in Australia.

## ORGANISATION CHART

```
+----------------+             +----------------+             +----------------+
| Chief Investigator | Postdoctoral Research Fellow | Postdoctoral Research Fellow | Senior Research Officer |
|                  |                           |                           |                           |
+----------------+             +----------------+             +----------------+
        |                           |                           |                           |
+----------------+             +----------------+             +----------------+
| Research Assistants (casual) |                           |                           |                           |
+----------------+             +----------------+             +----------------+
```

---

Human Sciences/Senior Research Officer/ evaluated
## KEY ACCOUNTABILITIES

- Coordinate, implement and conduct research activities including the collection and processing of research data.
- Contribute to the planning of data collection through constructing and deploying the demographic questionnaire, constructing elicitation stimuli, and recruiting and scheduling participants.
- Using complex acoustic methods, act as the senior annotator for phonetic transcription of data and manage the collection and management of data for the project.
- Coach research assistants to ensure data integrity, standards of annotations, and ensure data is stored appropriately and confidentially according to protocol.
- Supervise casual research assistants to carry out the collection of acoustic data and carry out phonetic annotation of large volumes data.
- Develop and prepare documentation for obtaining permissions (e.g. ethical clearance) and manage the submission of applications.
- Manage the recruitment drive of research participants through liaison with schools, parents and local communities to ensure data is collected in a timely and efficient manner.
- Comply with relevant EEO and WHS regulations
- Perform any other duties as required and appropriate for this classification.

## POSITION CONTEXT

### Reports to:
ARC Future Fellow (Chief Investigator)

### Positions Reporting to:
Direct: nil
Indirect: multiple casual Research Assistant roles

### Key Direct Clients:
- ARC Future Fellow
- Project team (postdoctoral research fellows, research assistants)
- MQ PhD students
- Community stakeholders (local schools, parents)

### Other Key Relationships:
- Other staff members in own office or department
- Research participants

### Budget Accountability:
nil

### Role-specific Conditions:
- Domestic travel may be required.
- Working with children checks
- Immunisation check and compliance with MQ immunisation policy

### 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.

<table>
<thead>
<tr>
<th>COMPETENCIES</th>
<th>ATTRIBUTES</th>
</tr>
</thead>
<tbody>
<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>
</tr>
<tr>
<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>
</tr>
<tr>
<td><strong>Communication:</strong> Effectively articulates key messages, both verbally and in writing, adapting to suit context and audience.</td>
<td><strong>Reliability:</strong> Meeting commitments and responsibilities.</td>
</tr>
<tr>
<td><strong>Service Focus:</strong> Making students, staff, alumni and other key contacts and their needs a priority.</td>
<td><strong>Interpersonal Impact:</strong> Making a positive impression on others in a range of interpersonal contexts.</td>
</tr>
<tr>
<td><strong>Relationship Management:</strong> Establishing effective working relationships with others.</td>
<td><strong>Resilience:</strong> Dealing effectively with and recovering quickly from setbacks or pressure.</td>
</tr>
<tr>
<td><strong>Teamwork:</strong> Working in collaboration with others to achieve shared goals.</td>
<td><strong>Accountability:</strong> Assuming responsibility for making decisions and delivering agreed outcomes.</td>
</tr>
<tr>
<td><strong>Perseverance:</strong> Persevering despite obstacles to ensure tasks are completed.</td>
<td><strong>Integrity:</strong> Maintaining confidentiality, discretion and professionalism.</td>
</tr>
<tr>
<td><strong>Flexibility:</strong> Responding effectively to unexpected or changing circumstances.</td>
<td><strong>Initiative:</strong> Taking action, on own accord, to address problems and prevent them from reoccurring.</td>
</tr>
</tbody>
</table>
### REQUIRED KNOWLEDGE
Qualifications, technical and/or professional skills and information needed from day one for successful performance.

- Postgraduate qualifications in Linguistics
- Knowledge of speech processing: AusE phonetics and acoustic annotation

### 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 of Human Science’s functions and structure.
- Knowledge of the Faculty of Human Science’s policies, systems, processes and procedures.
- Knowledge of specific research procedures.

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

- Experience with phonetics and acoustic analysis
- Experience in the organising the collection, management and analysis of acoustic speech data
- Experience in database management
- Experience in the preparation of ethics applications
- Working as part of a team and supervising others
- Recruiting and testing participants