



## Position Description

College/Division:	ANU College of Asia and the Pacific
School/Centre:	Crawford School of Public Policy
Department/Unit:	Department of Policy and Governance; The Australian and New Zealand School of Government (ANZSOG).
Position Title:	<b>Research Fellow</b>
Classification:	Academic Level B
Position No:	XXXXX
Responsible to:	<b>Bunting Chair of Public Administration</b>
Number of positions that report to this role:	<b>Nil</b>
Delegation(s) Assigned:	<b>Nil</b>

### PURPOSE STATEMENT:

The ANU College of Asia and the Pacific (CAP) leads intellectual engagement with the Asia-Pacific region through research, teaching and contributions to public debate, and seeks to set the international standard for scholarship concerning the region.

The Crawford School of Public Policy is Australia's premier public policy school, with recognised world-class expertise and experience in resource and environmental management and development, and on key Asia-Pacific countries. The Australia and New Zealand School of Government (ANZSOG) Canberra office is co-located with the Crawford School of Public Policy, and is a global leader in education and government-focused research relevant to the public sector.

The Research Fellow will contribute to Crawford School of Public Policy teaching, particularly in the Masters of Public Policy and/or Masters of Public Administration; and carry out activities to develop their scholarly, research and professional expertise relevant to public policy, political science, and/or sociology.

### KEY ACCOUNTABILITY AREAS:

#### Position Dimension & Relationships:

The Research Fellow will report to the Sir John Bunting Chair of Public Administration, and work with the Crawford School of Public Policy, ANZSOG, and University colleagues to deliver key strategic outcomes in research and education. The Research Fellow will be expected to demonstrate excellence in published research, teaching and project management, and have the potential to attract external funding for research. The Research Fellow will also be expected to build engaged research relationships with governments and industry; and to teach in the Crawford School's Public Policy program.

#### Role Statement:

All academic staff within the College are expected to undertake work in three areas of academic activity - education (teaching and learning), research, and service (including outreach). The allocation of time to each area will reflect relative opportunities within the Crawford School of Public Policy, as well as individual appointment situations.

Under the broad direction of the Sir John Bunting Chair of Public Administration the responsibilities of the Research Fellow will likely include:

**Research Activities**

- Conduct research in expert areas such as: public policy, political science, research methods, public sector management, and/or sociology, including producing publicly accessible works and original creative outputs which contribute to the research agenda of both the Crawford School of Public Policy and ANZSOG
- Solely or jointly-author articles in top-ranked peer-reviewed journals
- Conduct collaborative and interdisciplinary research as a leader or team member.
- Participate in at least one competitive grant application (every 2 – 3 years) and review academic journal and press manuscripts; or research grant proposals
- Undertake professional activity such as consultancy and/or research collaboration with government agencies or other external stakeholders which generate substantial outcomes and policy advice for governments.

**Education Activities**

- Prepare and deliver lectures, or seminars, and teach in teams in areas relevant to Crawford, such as policy analysis, public policy, research methods, or public sector ethics.
- Contribute to other educational activities (e.g. guest lectures, short or intensive courses, and executive education).
- Develop assessment aligned with learning outcomes of courses.
- Develop course materials including on the University learning management system.
- Provide support and feedback to ensure students develop as independent learners.
- Participate in formal supervisory training or mentoring relationship with a senior academic.
- Conduct administrative duties associated with teaching.

**Service, outreach, consulting and administrative activities**

- Contribute to the governance, strategic planning, capacity building and inclusive culture of the University
- Attend departmental and/or faculty meetings and/or participate as a member of at least one School, College or University Committee or Sub-Committee (Education, Research or Administrative) per year
- Engage with the local community in dealing with issues of local and/or regional significance. Engagement includes providing access to education and research, communicating and disseminating research results.
- Other duties consistent with the classification of the position.
- Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity.
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**Skill Base**

A Level B Lecturer / Research Fellow will undertake independent teaching and research in their discipline/related area. In research and/or scholarship and/or teaching, the Lecturer / Research Fellow will make an independent contribution through professional practice and expertise and coordinate and/or lead the activities of other staff, as appropriate.

The Lecturer / Research Fellow will take full responsibility for or significantly contribute to convening of courses, teaching and supervision at the undergraduate, honours and postgraduate level (including HDR) and where appropriate undertake additional training to develop these skills.

In determining experience relative to qualifications, regard shall be had to teaching experience, experience in research, experience outside tertiary education, creative achievement, professional contributions and/or to technical achievement.

**SELECTION CRITERIA:**

1. A PhD in public policy, political science, or sociology, is essential with a record of independent research in fields relevant to this position, as shown by peer reviewed publications, and an ability to attract research funding. An active research interest in citizen engagement and/or policy advocacy is essential.
2. Demonstrated capacity to undertake and lead social science research projects, using both quantitative and qualitative methods. Demonstrated survey data analysis skills are essential.
3. Ability to successfully engage on public policy research with relevant industry/business/professional/government organisations.
4. Experience in university teaching, preferably in the areas of policy analysis or research methods.
5. Well-developed oral and written communication skills and an ability to liaise effectively and/or develop positive relationships with a wide range of colleagues and students; as well as a proven ability to work co-operatively in a small team environment.
6. A demonstrated understanding of equal opportunity principles and policies and a commitment to their application in a university context.

*The ANU conducts background checks on potential employees, and employment in this position is conditional on satisfactory results in accordance with the [Background Checking Procedure](#) which sets out the types of checks required by each type of position.*

**References:**

[Minimum Standards for Academic Levels \(MSAL\)](#)

 <b>Australian National University</b>	<h1>Pre-Employment Work Environment Report</h1>
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## Position Details

<b>College/Div/Centre</b>	ANU College of Asia and the Pacific	<b>Dept/School/Section</b>	Crawford School of Public Policy
<b>Position Title</b>	Research Fellow	<b>Classification</b>	Academic Level B
<b>Position No.</b>	XXXXX	<b>Reference No.</b>	

In accordance with the Work Health and Safety Act 2011 (Cth) the University has a primary duty of care, so far as reasonably practicable, to ensure the health and safety of all staff while they are at work in the University.

- This form must be completed by the supervisor of the advertised position and appended to the back of the Position Description.
- This form is used to advise potential applicants of work environment and health and safety hazards prior to application.
- Once an applicant has been selected for the position they must familiarise themselves with the University WHS Management System via Handbook guidance <https://services.anu.edu.au/human-resources/health-safety/whs-management-system-handbook>
- The hazards identified below are of generic nature in relation to the position. It is not correlated directly to training required for the specific staff to be engaged. Identification of individual WHS training needs must be in accordance with WHS Local Training Plan and through the WHS induction programs and Performance Development Review Process.
- 'Regular' hazards identified below must be listed as 'Essential' in the Selection Criteria - see 'Employment Medical Procedures' at [http://info.anu.edu.au/Policies/\\_DHR/Procedures/Employment\\_Medical\\_Procedures.asp](http://info.anu.edu.au/Policies/_DHR/Procedures/Employment_Medical_Procedures.asp)

## Potential Hazards

<ul style="list-style-type: none"> <li>• Please indicate whether the duties associated with appointment will result in exposure to any of the following potential hazards, either as a <b>regular</b> or <b>occasional</b> part of the duties.</li> </ul>					
<b>TASK</b>	<b>regular</b>	<b>occasional</b>	<b>TASK</b>	<b>regular</b>	<b>occasional</b>
key boarding	X	<input type="checkbox"/>	laboratory work	<input type="checkbox"/>	<input type="checkbox"/>
lifting, manual handling	<input type="checkbox"/>	<input type="checkbox"/>	work at heights	<input type="checkbox"/>	<input type="checkbox"/>
repetitive manual tasks	<input type="checkbox"/>	<input type="checkbox"/>	work in confined spaces	<input type="checkbox"/>	<input type="checkbox"/>
Organizing events	<input type="checkbox"/>	<input type="checkbox"/>	noise / vibration	<input type="checkbox"/>	<input type="checkbox"/>
fieldwork & travel	<input type="checkbox"/>	<input type="checkbox"/>	electricity	<input type="checkbox"/>	<input type="checkbox"/>
driving a vehicle	<input type="checkbox"/>	<input type="checkbox"/>			
<b>NON-IONIZING RADIATION</b>			<b>IONIZING RADIATION</b>		
solar	<input type="checkbox"/>	<input type="checkbox"/>	gamma, x-rays	<input type="checkbox"/>	<input type="checkbox"/>
ultraviolet	<input type="checkbox"/>	<input type="checkbox"/>	beta particles	<input type="checkbox"/>	<input type="checkbox"/>
infra red	<input type="checkbox"/>	<input type="checkbox"/>	nuclear particles	<input type="checkbox"/>	<input type="checkbox"/>
laser	<input type="checkbox"/>	<input type="checkbox"/>			
radio frequency	<input type="checkbox"/>	<input type="checkbox"/>			
<b>CHEMICALS</b>			<b>BIOLOGICAL MATERIALS</b>		
hazardous substances	<input type="checkbox"/>	<input type="checkbox"/>	microbiological materials	<input type="checkbox"/>	<input type="checkbox"/>
allergens	<input type="checkbox"/>	<input type="checkbox"/>	potential biological allergens	<input type="checkbox"/>	<input type="checkbox"/>
cytotoxics	<input type="checkbox"/>	<input type="checkbox"/>	laboratory animals or insects	<input type="checkbox"/>	<input type="checkbox"/>
mutagens/teratogens/ carcinogens	<input type="checkbox"/>	<input type="checkbox"/>	clinical specimens, including blood	<input type="checkbox"/>	<input type="checkbox"/>
pesticides / herbicides	<input type="checkbox"/>	<input type="checkbox"/>	genetically-manipulated specimens	<input type="checkbox"/>	<input type="checkbox"/>
			immunisations	<input type="checkbox"/>	<input type="checkbox"/>
<b>OTHER POTENTIAL HAZARDS (please specify):</b>					