



Position Description

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|---|---|
| College/Division: | ANU College of Asia & the Pacific |
| Department/Unit: | Crawford School of Public Policy / Pacific Security College |
| Position Title: | Research Fellow |
| Classification: | Academic Level B |
| Position No: | |
| Responsible to: | PSC Director |
| Number of positions that report to this role: | Nil |
| Delegation(s) Assigned: | Nil |

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 Pacific Security College (PSC) is an innovative partnership between the ANU and the Australian Government with the goal of furthering the Pacific Islands Forum's Boe Declaration (2018). This position brings interdisciplinary, non-traditional academic perspectives and provides practice-led input in a professional area of interest to the ANU College of Asia and the Pacific.

The purpose of this appointment is to:

- ensure the College has the right expertise to develop a program of policy-oriented research, to grow our standing in the Pacific as an educational institution;
- support the development of research partnerships and collaborations across Pacific governments and regional organisations, including through the establishment of a program of research interns;
- grow the College's public standing through research and media commentary on topical Pacific issues;
- contribute greater research rigour to the College's innovative, interdisciplinary, outward-focused and collaborative programs and academic outputs.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

The position is located in the ANU College of Asia and the Pacific within the Australian National University. The appointee is accountable to the Director of the Pacific Security College, and, in turn, the Director of the Crawford School.

The Research Fellow is expected to lead the College's research program, both through their own research and through the curation of a program of research from Pacific academics and policy-makers; establish and lead the College's program of short-term research interns; assist the College's research commentary on topical issues; and assist efforts to attract funding to further grow the College's research program. The Research Fellow will also be involved in the College's teaching programs and will support the College's diplomatic efforts across the Pacific, including the sensitive work with Pacific governments on national security strategies.

The role also involves contributions to cross disciplinary studies within the broader University environment.

The appointee will also work in partnership with both academic and professional staff to support the strategic priorities of the School, College and University.

Role Statement:

Research Fellow Level B

In their role as Research Fellow the appointee will be expected to:

- Lead the College's program of policy-oriented research on Pacific security issues – both through their own research and through the curation of a program of research from Pacific

academics and policy-makers.

- Work with Pacific researchers and policy-makers to support their research and help to promulgate their work to a broader audience, including managing a program of College research papers and blogs.
- Manage an internship program to assist Pacific policy-makers to develop and promote their research.
- Organise regional gatherings/ meetings/ dialogues to discuss and further Pacific research on security issues, including contributing to the organisation of the College's Pacific Regional and National Security Conference (PRNSC).
- Support public commentary on Pacific security issues, drawing on policy-oriented research, including contributing to the College's vodcasts/podcasts.
- Demonstrate a comprehensive understanding of Pacific security issues based on research efforts and policy expertise in one of the Boe Declaration/2050 Strategy for the Blue Pacific Continent areas of focus, and a PhD or Masters qualification in a related field.
- Demonstrate excellent judgment in managing sensitive diplomatic issues and relationships with Pacific representatives.
- Contribute to the development of the College's work plans and reporting to DFAT and the College's Advisory Board.
- Contribute to teaching in the College's education program.
- Proactively support the engagement activities of the PSC and the School, to support stakeholder communities across the Pacific.
- Proactively contribute to all aspects of the operation of the PSC, School, College and University more broadly.
- Maintain expertise in Pacific security and champion intellectual leadership and collegiality in all education, research and administration endeavors undertaken by the PSC, the School, the College and the University.
- Take responsibility for their own workplace health and safety and not willfully place at risk the health and safety of another person in the workplace.
- Be able to travel to the Pacific.
- Comply with all ANU policies and procedures, in particular those relating to work health and safety and equal opportunity.
- Perform other duties as requested, consistent with the classification of the position and in line with the principle of multi-skilling and professional development.

Indicators of success:

The appointee will define and collaboratively deliver a contribution to the PSC, School, College and University regarding its operations, teaching, research, commercial partnerships and reputation, which reflects their expertise and experience, within the period of tenure.

Specific target outputs and indicators of success will be developed in dialogue between the appointee, the PSC, the School and (where relevant) the College, consistent with College Academic Performance Standards. The position description and indicators of success will be reviewed following an agreed schedule. They will support a transparent performance development and progression process during the period of tenure and are, as a result, cumulative at progressive levels.

See the [classification descriptors for professional staff](#) and [minimum standards for academic staff](#)

SELECTION CRITERIA:**Research Fellow Level B**

1. A strong record of policy-oriented research on Pacific security issues, with expertise in one or more of the Boe Declaration/2050 Strategy for the Blue Pacific Continent areas of focus, and a PhD or a Masters qualification or policy experience in a related field.
2. An ability to work with Pacific researchers and policy-makers to support their research and help to promulgate their work to a broader audience, including managing a program of research papers and blogs.
3. An ability to manage an internship program, which will assist Pacific policy-makers to develop and promote their research.
4. An ability to support public commentary on Pacific security issues, drawing on policy-oriented research.
5. An ability to organise regional gatherings/ meetings/ dialogues to discuss and further Pacific research on security issues.
6. Excellent judgment and cultural sensitivity in managing sensitive issues and relationships with Pacific representatives.
7. Excellent oral and written English language skills and a demonstrated ability to communicate and interact effectively with a variety of staff and stakeholders in a cross-disciplinary environment.
8. A demonstrated ability to foster respectful working relationships with staff, students and external stakeholders, and a demonstrated understanding of diversity and inclusion principles and a commitment to the application of these policies 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.

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| Supervisor/Delegate Signature: | | Date: | |
| Printed Name: | | Uni ID: | |

References:

[Professional Staff Classification Descriptors](#)

[Academic Minimum Standards](#)



Pre-Employment Work Environment Report

Position Details

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|---------------------------|-----------------------------------|----------------------------|--|
| College/Div/Centre | ANU College of Asia & the Pacific | Dept/School/Section | |
| Position Title | | Classification | |
| Position No. | | Reference No. | |

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

Potential Hazards

- Please indicate whether the duties associated with appointment will result in exposure to any of the following potential hazards, either as a **regular** or **occasional** part of the duties.

| TASK | regular | occasional | TASK | regular | occasional |
|--|-------------------------------------|-------------------------------------|--|--------------------------|--------------------------|
| key boarding | <input checked="" type="checkbox"/> | <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 checked="" 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 checked="" type="checkbox"/> | electricity | <input type="checkbox"/> | <input type="checkbox"/> |
| driving a vehicle | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| NON-IONIZING RADIATION | | | IONIZING RADIATION | | |
| 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"/> | | | |
| CHEMICALS | | | BIOLOGICAL MATERIALS | | |
| 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"/> |
| OTHER POTENTIAL HAZARDS (please specify): | | | | | |
| Supervisor/Delegate Name: | | | Date: | | |