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POSITION DESCRIPTION

Research Associate

School of Business

Position Level	Level A
Faculty/Division	UNSW Canberra (ADFA)
School	School of Business
Position Number	Admin only
Original Document creation	5/08/2022

Position Summary

The Research Associate position is situated within the School of Business. As a member of a research team, the Research Associate will undertake research as directed by the Team Leader / Chief Investigator (CI). The position will require demonstrated quantitative and/or qualitative research skills. The Research Associate may contribute to the development of research results and/or their publication in international journals.

The role of Research Associate reports to the Team Leader / Chief Investigator (CI) and does not have any direct reports.

Accountabilities

Specific accountabilities for this role include:

- Conduct research as directed by the research team leader.
- Prepare reports summarising the results gained from the research.
- Prepare journal and conference publications based on the research.
- Contribute to the preparation of research proposal submissions to external funding bodies.
- ~~Contribute to School teaching activities as required.~~
- ~~Interact with undergraduate and postgraduate students and assist in their supervision.~~
- Undertake a range of administrative tasks as directed.
- Contribute to the common activities of the School, Faculty and University.

- Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others
- Align with and actively demonstrate the [UNSW Values in Action: Our Behaviours](#) and the [UNSW Code of Conduct](#).

Skills and Experience

- A PhD, or actively working towards a PhD, with a research interest in any of the following or related, fields: Management, Leadership, Strategic human resources, Disability services reform, Public service implementation, Inclusion, Logistics, Sustainment and/or Governance, Evaluation and performance management, **Work** health and safety.
- Demonstrated ability to undertake high quality academic research and conduct independent research
- Demonstrated ability to publish high quality academic publications.
- Demonstrated ability to provide project management support
- Excellent interpersonal, oral and written communication skills appropriate for interacting effectively with team members, external stakeholders and collaborators, and colleagues across the Faculty.
- Demonstrated ability to self-manage and complete tasks within agreed time frames, with suitable supervision.
- Knowledge of health and safety responsibilities and the ability and capacity to implement required UNSW health and safety policies and procedures.

Pre-Employment checks required for this position

- Verification of Qualifications
- Criminal History Check
- Identification Check
- Australian Working Rights Check

About this document

This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role.

This template is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.