Position Description

Research Associate

Position Level

Level A

Faculty/Division

Arts, Design & Architecture

Position Number

00077877

Original document creation

23/07/2021

Position Summary

City Futures Research Centre was established in 2005 to undertake research aiming to develop a better understanding of our cities, their people, the policies that manage their growth, the issues they face and the impact they can make on our environment and economy. The Centre is hosted by the Faculty of Arts, Design and Architecture and is based at the University of New South Wales, Kensington campus. Please refer to City Futures Research Centre website, located at https://cityfutures.be.unsw.edu.au/.

The Research Associate will work with researchers in the City Futures Research Centre on research projects in the fields of housing and urban studies. The position presents an opportunity for the successful candidate to build on their existing research skills in a creative and dynamic research environment.

The role of the Research Associate reports to the Deputy Director City Futures and has no direct reports.

Accountabilities

Specific accountabilities for this role include:

- Undertake specific research tasks under the guidance of a research leader and contribute to development of research activities.
- Actively participate as a member of a team in achieving set research team goals and milestones on time.
- Undertake discipline-appropriate research activities, e.g. interviews, surveys, literature and policy reviews, data gathering and/or analysis using appropriate methods.
- Prepare ethics approval submissions as required.
• Undertake administrative tasks that advance the research project (e.g. organising travel, coordinating workshops).
• Support the dissemination of research outcomes through appropriate channels and outlets.
• Participate in and/or present at conferences and/or workshops as required.
• Work with the Research Team to develop recommendations for policy and practice arising from research projects.
• Align with and actively demonstrate the UNSW Values in Action: Our Behaviours and the UNSW Code of Conduct.
• Cooperate with all health and safety policy and procedures of the University and take all reasonable care to ensure your actions or omissions do not impact on the health and safety of yourself and others.

Skills and Experience
• A PhD in a related field.
• Demonstrated knowledge of, and interest in, housing, urban planning and social issues and research. Academic or professional experience in residential building design and/or construction is desirable.
• Demonstrated ability to undertake high quality academic research and conduct independent research with limited supervision, and commitment to build those skills through work at the Centre.
• Proven commitment to proactively keeping up to date with discipline knowledge and developments.
• Demonstrated track record of publications and conference presentations relative to opportunity.
• Proficient in use of Microsoft Office programs. Experience with Adobe suite and web maintenance software is desirable.
• Demonstrated ability to work in a team, collaborate across disciplines and build effective relationships.
• Evidence of highly developed interpersonal skills and demonstrated ability to communicate and interact with a diverse range of stakeholders. Experience undertaking research with government and industry partners is desirable.
• An understanding of and commitment to UNSW’s aims, objectives and values in action, together with relevant policies and guidelines.
• Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training

Pre-employment checks required for this position
• Verification of qualifications

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.