POSITION DESCRIPTION

Position Title	Research Assistant		
Organisational Unit	Faculty of Education and Arts		
Functional Unit	Learning Sciences Institute Australia (LSIA)		
Nominated Supervisor	Research Program Director		
Higher Education Worker (HEW) Level	HEW 6	Campus/Location	Brisbane CBD
CDF Achievement Level	1 All Staff	Work Area Position Code	*HR to assign*
Employment Type	Fixed term	Date reviewed	February 2016

ABOUT AUSTRALIAN CATHOLIC UNIVERSITY

Mission Statement: *Within the Catholic intellectual tradition and acting in Truth and Love, Australian Catholic University is committed to the pursuit of knowledge, the dignity of the human person and the common good.*

Australian Catholic University (ACU) is both a Catholic University and a public institution within the Australian higher education sector. ACU is an inclusive community which welcomes students and staff of all beliefs.   The University is committed to a strong Catholic ethos and seeks to foster and promote teaching and learning, research and scholarship, and community engagement in the Christian tradition. As valued members of our community, all staff members are expected to have an understanding of ACU's Mission and values and to demonstrate an active contribution to them.

The University shares with universities worldwide a commitment to quality in teaching, research and service. It aspires to be a community characterised by free enquiry and academic integrity.

The University chooses to focus on areas of teaching and research that are closely connected with its particular character as a University that is Catholic, public and national. The focus areas are Theology and Philosophy, Health, Education, and the Common Good and Social Justice.

ACU has over 2,500 staff supporting more than 34,000 students across seven campuses – Adelaide, Ballarat, Brisbane, Canberra, Melbourne, North Sydney and Strathfield.

The structure to support this complex and national University consists of:

- Provost
- Chief Operating Officer & Deputy Vice-Chancellor
- Deputy Vice-Chancellor, Research
- Deputy Vice-Chancellor, Students, Learning and Teaching

Each portfolio consists of a number of Faculties, Research Institutes or Directorates. The Directorate of Identity and Mission drives both the Identity and the Mission of the University. In addition, five Associate Vice-Chancellors and Campus Deans focus on the University's local presence and development of the University at the local 'campus' level.

The University pursues performance excellence and offers an environment where staff are valued and rewarded. Staff are expected to demonstrate a commitment to continuous improvement and to participate fully in resolving issues to achieve and maintain quality standards relevant to role. Further information about a career with ACU is available at www.acu.edu.au.

ACU is committed to diversity and social inclusion in its employment practices. Applications from Aboriginal and Torres Strait Islander people, people with disabilities and people from culturally diverse groups are encouraged.

ABOUT THE RESEARCH INSTITUTES

Research Institutes have been established at ACU as rigorous interdisciplinary and collaborative research environments without discipline-based boundaries, facilitating both immediate and ongoing collaborations of ACU researchers with interpersonal and national experts and enabling exceptional opportunities for innovative research to be conducted on a significant scale. This creates the potential for profound impact benefiting the research community and society as a whole.

The following Research Institutes have been established:
- Institute for Positive Psychology
- Mary MacKillop Institute for Health Research
- Learning Sciences Institute Australia
- Institute for Religion and Critical Inquiry
- Institute for Social Justice
- Institute for Health and Ageing
- Institute for Religion, Politics and Society.

ABOUT THE LEARNING SCIENCES INSTITUTE AUSTRALIA

The Learning Sciences Institute Australia (LSIA) is a national research institute hosting a team of eminent researchers and international scholars undertaking nationally-funded research studies with a range of industry-funded partners. Our research includes a range of methodologies both qualitative and quantitative, including case study, mixed-method, large-scale and longitudinal studies. A priority focus is on research relating to policy and practice.

LSIA's research focuses on 21st Century learning, student diversity, innovation and engagement across six areas of research concentration:
- educational assessment, evaluation and student learning
- learning, learner diversity and reforming classroom practices
- STEM in education
- early childhood futures
- educational semiotics in English and literacy pedagogy
- teacher education, quality and professional practice.

Our researchers are concerned with generating and disseminating new knowledge to improve the learning outcomes of children and young people, especially those experiencing disadvantage, on the margins or at risk.

LSIA provides a forum for researchers, scholars, policy makers and practitioners to collaborate and share evidence-based knowledge to address barriers to achievement and learning engagement faced by young people. Further information about the Institute can be found at: www.lsia.acu.edu.au

POSITION PURPOSE

The Research Assistant will support the Director and researchers of LSIA's Research Concentration in Assessment, Evaluation and Student Learning (AESL) in the planning and execution of projects related to this area.

The purpose of the position is to provide high-level research project support to the Director and researchers in AESL to ensure that the LSIA meets its strategic objectives and maintains its position in providing quality research and higher education. The position involves a variety of research/inquiry related tasks arising from projects within the research concentration. The appointed person may also be required to assist with the production and maintenance of research communication materials such as newsletters and website information, participate in research events profiling the work of the researchers and Institute, and undertake project management activities.

POSITION RESPONSIBILITIES

Introduction

A number of frameworks and standards express the University's expectations of the conduct, capability, participation and contribution of staff. These are listed below:

- ACU Strategic Plan 2015-2020
- Catholic Identity and Mission
- ACU Capability Development Framework
- Higher Education Standards Framework
- ACU Service Principles
- ACU Staff Enterprise Agreement including provisions in relation to Performance Excellence

The Capability Development Framework in particular is important in understanding the core competencies needed in all ACU staff to achieve the University's strategy and supports its mission.

Key responsibilities

Key responsibilities specific to this position	Relevant Core Competences (Capability Development Framework)	Scope of contribution to the University			
		Within the work unit or team	School or Campus	Faculty or Directorate	Across the University
Undertake research activities including data collection, literature searches and reviews, collation of information, preparation of draft academic publications and reports, and data analysis under supervision.	• Be Responsible and Accountable for Achieving Excellence • Know ACU Work Processes and Systems • Make Informed Decisions	✓			
Provide efficient and professional administrative support for research projects including liaison with project participants and external research team members.	• Be Responsible and Accountable for Achieving Excellence • Know ACU Work Processes and Systems • Make Informed Decisions	✓			
Assist in the preparation of information to inform research grant applications, tenders and proposals, including entering of information to support the application process	• Be Responsible and Accountable for Achieving Excellence • Know ACU Work Processes and Systems • Deliver Stakeholder Centric Service	✓			

Key responsibilities specific to this position	Relevant Core Competences ([Capability Development Framework](#))	Scope of contribution to the University			
		Within the work unit or team	School or Campus	Faculty or Directorate	Across the University
Collect, enter and analyse data using a variety of methods including interviews, observations and surveys.	• Collaborate Effectively • Be Responsible and Accountable for Achieving Excellence • Know ACU Work Processes and Systems	✓			
Providing efficient and effective administrative support to the LSIA research team. This includes photocopying, scanning, filing, archiving of research documentation and assisting with the preparation of research surveys.	• Be Responsible and Accountable for Achieving Excellence • Know ACU Work Processes and Systems • Deliver Stakeholder Centric Service	✓			
Maintain effective networks and communications among members of the Institute, stakeholders, and industry partners providing research updates to inform marketing and communications.	• Collaborate Effectively • Deliver Stakeholder Centric Service • Communicate with Impact				✓
Assist with the organisation of special events within the Institute and across the University as required by the Institute Director and Program Directors.	• Deliver Stakeholder Centric Service • Know ACU Work Processes and Systems • Collaborate Effectively				✓

HOW THE ROLE OPERATES

Key Challenges and Problem Solving

- Providing support to the Institute and research project stakeholders that involves:
  - working across multiple projects,
  - responding to work demands quickly and efficiently, and
  - prioritising project tasks effectively.

- Providing research support to researchers in a national Institute within a complex tertiary institution.
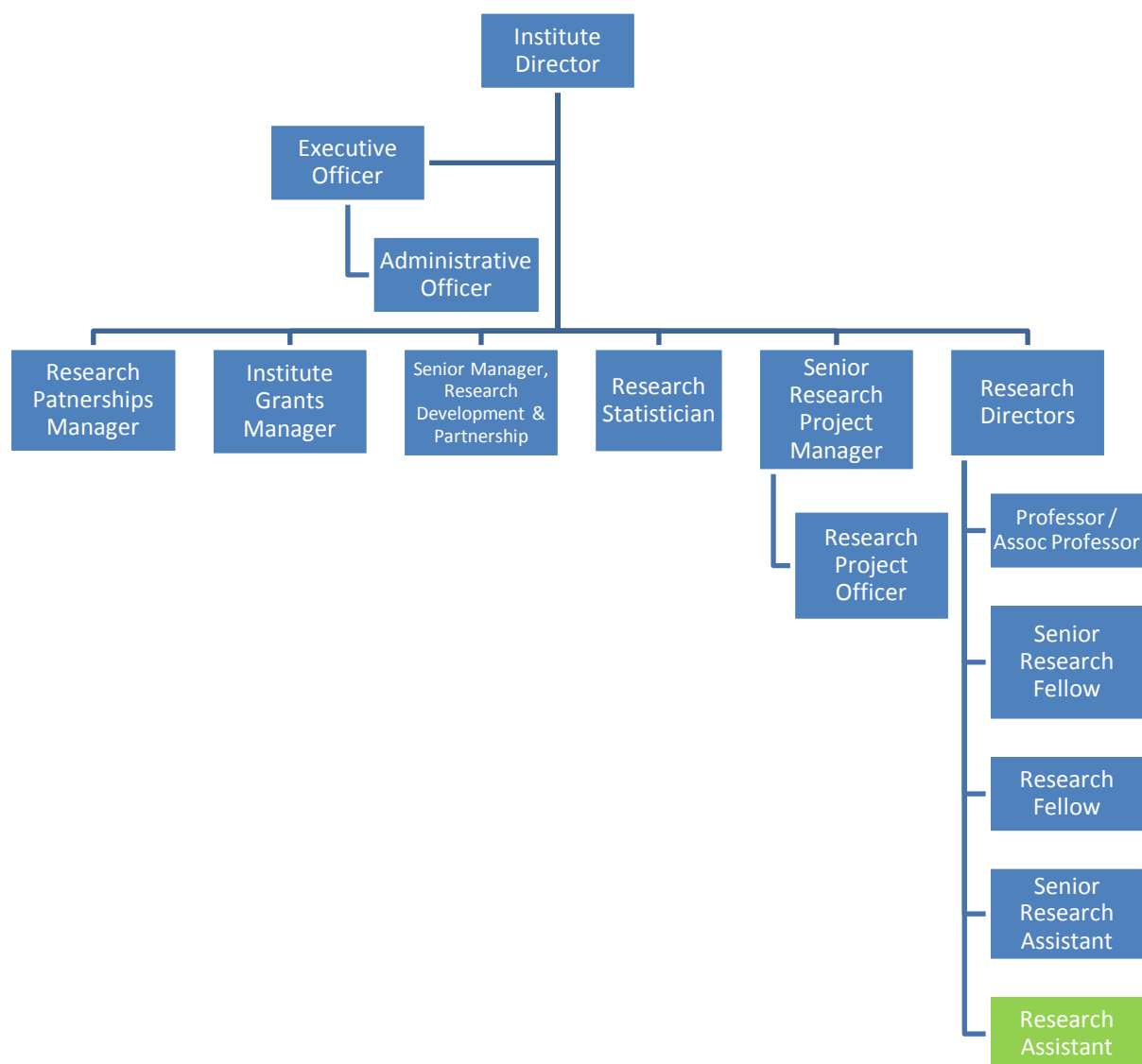
Decision Making / Authority to Act

- The position holder is responsible for the day-to-day management of their own work priorities within the agreed parameters of the research activities being undertaken.
- The Research Assistant is able to make some changes to existing procedures in order to solve problems after consultation with their nominated supervisor.

Communication / Working Relationships

- The Research Assistant provides principal researchers and other project stakeholders with relevant support and implements project tasks.
- The position works as part of one or more research teams with specific project foci.

Reporting Relationships

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                        │    Institute     │
                        │    Director      │
                        └──────────────────┘
        ┌──────────────────┐
        │    Executive     │
        │    Officer       │
        └──────────────────┘
                ┌──────────────────┐
                │ Administrative   │
                │   Officer        │
                └──────────────────┘
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Research Patnerships Manager	Institute Grants Manager	Senior Manager, Research Development & Partnership	Research Statistician	Senior Research Project Manager	Research Directors

Research Project Officer

Professor / Assoc Professor

Senior Research Fellow

Research Fellow

Senior Research Assistant

Research Assistant

For further information about structure of the University refer to the organisation chart.

SELECTION CRITERIA

This section sets out the qualifications, skills, knowledge, experience and competencies expected of the position holder, collectively referred to as 'qualifications and capability'. These are informed by the key responsibilities of the role and the Core Competencies set out in the Capability Development Framework.

Opportunities to develop capability are provided through the development programs coordinated by internal providers of professional development. See the Training and Development website for more information.

Qualifications, skills, knowledge and experience	
1.	A relevant tertiary qualification with subsequent experience undertaking research/inquiry tasks in the field of education (e.g. data collection/collation, literature searches, preparation of publications)
2.	Demonstrated planning and organisational skills, with the ability to achieve required outcomes.
3.	Demonstrated capacity to analyse data using both quantitative and qualitative approaches at an appropriate level including use of appropriate software (for example, SPSS, Excel, nVivo)
4.	Demonstrated ability in written and oral communication, including high quality presentation skills, high-level editing skills, and attention to detail.
5.	Well-developed interpersonal skills with demonstrated ability to work collaboratively, internally and externally, including as a member of a team.
Core Competencies (as per the Capability Development Framework)	
6.	Live ACU's Mission, Vision and Values: Demonstrate confidence and courage in achieving ACU's Mission, Vision and Values by connecting the purpose of one's work to ACU's Mission, Vision and Values.
7.	Demonstrated understanding of and ability to deliver stakeholder centric service: Keep stakeholder interests at the core of business decisions and service excellence as a top priority. See the ACU Service Principles.
8.	Demonstrated commitment to cultural diversity and ethical practice principles and demonstrated knowledge of equal employment opportunity and workplace health and safety, appropriate to the level of the appointment.
9.	Evidence of ability to work with children, and contribute to and protect their safety and wellbeing. The successful applicant will be required to hold a valid working with children clearance for the State or Territory in which the position is located.
Other attributes - Desirable	
10.	Previous experience in a similar role or in a tertiary institution.
11.	Teacher registration or blue card