POSITION DESCRIPTION

Position Title	Senior Research Officer		
Organisational Unit	Pro Vice-Chancellor, Engagement		
Functional Unit	Office of the Pro Vice-Chancellor, Engagement		
Nominated Supervisor	Pro Vice-Chancellor, Engagement		
Higher Education Worker (HEW) Level	HEW 8	Campus/Location	Melbourne (St Patrick's)
CDF Achievement Level	1 All Staff	Work Area Position Code	14079
Employment Type	Full-time, Continuing	Date reviewed	July 2017

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 PRO VICE-CHANCELLOR (ENGAGEMENT)

The Pro Vice-Chancellor (Engagement) provides leadership, advice and support within the academic portfolio, in leading ACU's community engagement strategy including the strategic frameworks that implement the new measurement of research engagement and impact.

The Pro Vice-Chancellor (Engagement) is responsible for the development and implementation of ACU's Community Engagement Strategy that includes integration of community engagement into ACU's curriculum across all Faculties; contribution and expansion of community stakeholder relationships; and, broadening and deepening community engagement as a defining representation of the University's mission.

This includes supporting Faculty initiatives regarding the promotion of excellence in research engagement and impact learning, scholarly activity and community engagement for both staff and students of the University.

The Pro Vice-chancellor (Engagement) collaborates with the Director, Identity and Mission in order to achieve enhanced opportunities for our staff and students to experience community engagement that is both academically rich and exemplifies Catholic Social Principles.

POSITION PURPOSE

The Senior Research Officer will work closely with the Pro Vice-Chancellor, Engagement and other staff within the University, to ensure the timely and effective delivery of a range of community engagement and mission related research projects.

The Senior Research Officer will liaise extensively with stakeholders from ACU's community partners and other organisations that collaborate with the Office of the Pro Vice-Chancellor, Engagement.

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
Provide high-level research and operational support to the Pro Vice-Chancellor, Engagement (and the broader Identity and Mission Portfolio as required) on a range of community engagement related research projects, aimed at successfully implementing the intended research objectives. This involves and is not limited to: • Develop and maintain project management databases; • Attend meetings associated with research or the work of the community groups to which the research is connected; • Monitor and ensure that projects progress as planned in terms of tasks and deadlines; • Monitor and ensure research is implemented in accordance with ACU research protocols; • Manage and facilitate research activities including literature searches and data collection; • Effectively manage, analyse and interpret data to facilitate accurate community engagement project conclusions; • Manage and coordinate ethics applications, progress reports, final reports and all associated documentation; • Ensure effective communication regarding community engagement research outcomes (e.g. report writing, oral presentations and contributing to journal publications and conference papers).	• Know ACU Work Processes and Systems • Communicate with Impact • Collaborate Effectively	✓	✓	✓	✓
Provide support to the Pro Vice-Chancellor, Engagement (and the broader Identity and Mission Portfolio as required) in relation to research proposals and applications for funding from external bodies.	• Know ACU Work Processes and Systems • Be Responsible and Accountable for Achieving Excellence	✓	✓		

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
Prepare and maintain the research budget including reporting, analysing and forecasting project budgets.	• Know ACU Work Processes and Systems • Apply Commercial Acumen • Make Informed Decisions	✓			
Prepare research reports, publications and presentations in collaboration with project stakeholders.	• Communicate with Impact • Collaborate Effectively • Deliver Stakeholder Centric Service	✓			
Provide support and regular updates to the Pro Vice-Chancellor, Engagement and key partners as required.	• Communicate with Impact • Collaborate Effectively • Be Responsible and Accountable for Achieving Excellence	✓			
Manage successful working relationships with key team members and stakeholders to promote community engagement research objectives and initiatives.	• Deliver Stakeholder Centric Service • Collaborate Effectively	✓	✓	✓	✓
Exercise high level communication skills: liaison with community partners, project staff and key stakeholders (external and internal).	• Deliver Stakeholder Centric Service • Collaborate Effectively • Communicate with Impact	✓	✓	✓	✓

HOW THE ROLE OPERATES

Key Challenges and Problem Solving

- Problem-solve and manage workloads to effectively achieve the community engagement and mission research outcomes and outputs of relevant research projects.

- Identify and critically evaluate existing rigorous and empirically-based research findings that are relevant to the issues of community engagement research projects;

- Design and develop research proposals and protocols;

- Gain ethics approval for research projects and execute research projects;

- Co-ordinate multi-site studies across various Australian states and potentially report to different project leaders who may not be located in Australia;

- Identify funding opportunities and apply for funding where appropriate; and

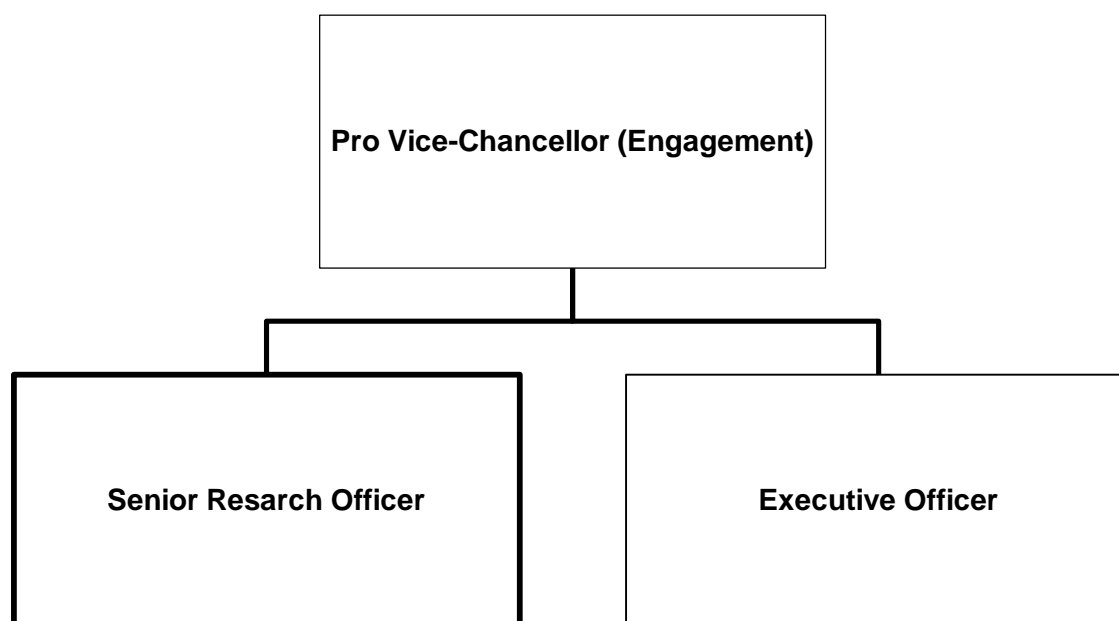- Balance research rigour with the practical needs of the University's community partners.

Decision Making / Authority to Act

- The position holder has substantial autonomy in the day-to-day management of community engagement research projects, support and administrative services and must make decisions on logistical aspects of the project.

- The position holder will monitor and ensure community engagement research is implemented in accordance with ACU research protocols.

Communication / Working Relationships

- The position holder communicates internally with staff and community partners and is responsible for communicating policies, procedure, initiatives and direction consistent with research guidelines and relevant legislation to those delivering the services.

- Liaise with both national and international study teams as well as relevant external organisations.

Reporting Relationships

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                    │  Pro Vice-Chancellor (Engagement) │
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  │ Senior Resarch Officer │   │   Executive Officer   │
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For further information about structure of the University refer to the organisation chart.

SELECTION CRITERIA

Qualifications, skills, knowledge and experience

1.	Completion of a PhD in a health or social sciences or related discipline with subsequent relevant training and experience in a large and complex research organisation.
2.	Demonstrated experience in ethics applications, proposal writing and preparation and in varied research designs.
3.	Demonstrated experience conducting and analysing qualitative interviews, designing, and analysing surveys.
4.	High level planning and organisational skills, with the ability to manage a number of events/ projects at one time, achieve required outcomes and meet deadlines in a high pressure environment.

Core Competencies (as per the Capability Development Framework)

5.	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.
6.	Ability to communicate with impact and purpose using demonstrated high level written communication skills, with experience in writing research reports, conference papers and/or contributing to journal publications.
7.	Demonstrated commitment to delivering stakeholder centric services with a stakeholder focus and community outcome in mind stakeholder interests at the core of business decisions to maintain service excellence. See the ACU Service Principles.
8.	Proven ability to work collaboratively with a diverse range of internal and external stakeholders including community groups and academic staff to capitalise on all available expertise in pursuit of excellence.

Other attributes

9.	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.
Desirable:	
10.	Experience in community engagement, action research, or other community-based research.