

POSITION DESCRIPTION

Position Title	Research Project Officer		
Organisational Unit	Faculty of Health Sciences		
Functional Unit	Institute for Positive Psychology and Education		
Nominated Supervisor	Research Programs Operations Manager		
Higher Education Worker (HEW) Level	HEW 6	Campus/Location	Strathfield/North Sydney
CDF Achievement Level	1 All Staff	Work Area Position Code	
Employment Type	Full-Time	Date reviewed	May 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 INSTITUTE FOR POSITIVE PSYCHOLOGY AND EDUCATION

The Institute of Positive Psychology and Education's (IPPE) team of internationally recognised researchers has produced award winning research that has been recognized with national and international prestigious awards. The Institute's strengths include: international recognition for theoretical, measurement and applied research; a strong track record of prestigious external grants and awards; publications in international journals of high repute; collaborative links with leading international researchers; established relations with industry and community organisations; and a world-class PhD program encompassing Positive Psychology, Sport and Health Psychology, Education, Educational Psychology, and Indigenous Education research.

IPPE's recognized world-class research program is characterised by: attraction of prestigious externally funded grants and research partnerships, publications in top tier scholarly works, a world-class research training experience for HDR students, and best practice Institute governance procedures.

ABOUT THE PHYSICAL ACTIVITY, SPORT AND HEALTH PSYCHOLOGY RESEARCH THEME

The Physical Activity, Sport and Health Psychology Theme in IPPE focuses on physical activity participation in a variety of contexts, including sport, exercise, school-based physical education, healthcare, and daily life activities (e.g., transport). Researchers in this theme examine the personal and environmental factors that influence physical activity behaviour and evaluate interventions designed to increase participation across the life course. They are also interested in the impact of physical activity on physical and mental health and well-being. Insert information about the portfolio, faculty or research institute.

POSITION PURPOSE

The Research Project Officer provides high-level project support for research projects from inception to completion; and will assist Principal Researchers with the design, data collection and facilitation of research projects, under the direction of the Research Programs Operations Manager. This includes all research and administrative activities required to deliver the Research Project as well as provide support for general Institute administrative 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
Contribute to the implementation of research projects from inception to completion under the direction of the Research Fellow and other project stakeholders, including the Research Operations Manager. This involves collecting, processing and quality checking of data.	<ul style="list-style-type: none"> Be Responsible and Accountable for Achieving Excellence Know ACU Work Processes and Systems Make Informed Decisions 	✓			
Provide operational administrative support for research projects by processing financial information and supplying information for inclusion in budgets and coordinating approvals in accordance with the delegations policy as necessary.	<ul style="list-style-type: none"> Be Responsible and Accountable for Achieving Excellence Know ACU Work Processes and Systems Make Informed Decisions 	✓			

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Assist with the design of quantitative and qualitative data collection techniques (interviews and surveys) involving children, young people and adult participants for consideration by the nominated supervisor before implementation. Responsible for the organisation, coordination and conduct of data collected whilst ensuring research confidentiality and related protocols are maintained.	<ul style="list-style-type: none"> • Be Responsible and Accountable for Achieving Excellence • Know ACU Work Processes and Systems • Make Informed Decisions 				
Support researchers in the planning, coordination, and organisation of the work of all research staff employed on the research projects. Participate in research team meetings and make recommendations for improved processes for the achievement of project objectives.	<ul style="list-style-type: none"> • Be Responsible And Accountable For Achieving Excellence • Know ACU Work Processes And Systems • Make Informed Decisions 	✓			

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		Within the work unit or team	School or Campus	Faculty or Directorate	Across the University
Assist in the preparation and drafting of applications for Human Research Ethics Review; reports of research findings; and literature reviews. This may involve overall facilitation of content and liaison with internal and external stakeholders.	<ul style="list-style-type: none"> • Be Responsible And Accountable For Achieving Excellence • Know ACU Work Processes And Systems • Make Informed Decisions 	✓			
Conduct data processing, cleaning, management and storage in accordance with ACU policy, and NSW and national legislation and contribute to the continuous development and improvement for procedures for data management.	<ul style="list-style-type: none"> • Be Responsible And Accountable For Achieving Excellence • Know ACU Work Processes And Systems • Make Informed Decisions 	✓			

HOW THE ROLE OPERATES

Key Challenges and Problem Solving

- Providing a consistently high level of support to the research project stakeholders, working across multiple projects, responding to work demands quickly and efficiently and prioritising project tasks effectively.
- Preliminary analysis of complex large-scale and longitudinal survey data.
- Ensure accuracy of statistical databases and compliance with external and internal protocol and regulations.

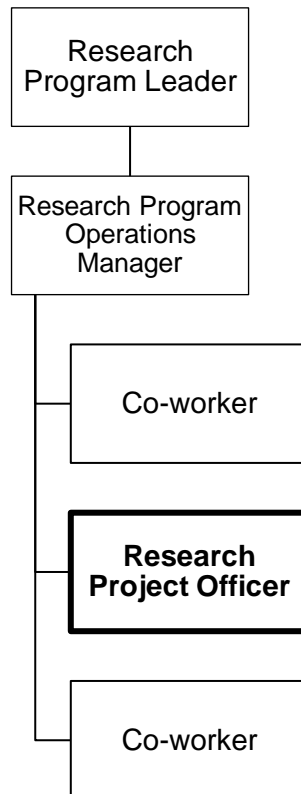
Decision Making / Authority to Act

- The position holder is responsible for the day to day management of their own work priorities within the agreed parameters of the project plan.
- The position holder works independently to organise data collection, analysis and quality checking in line with project objectives, timelines and budgetary requirements. The position refers complex matters to the supervisor for guidance and/or resolution.
- The position holder is responsible for supervising research administrative casual staff involved in external data collection.

Communication / Working Relationships

- The position holder works collaboratively with Principle researchers and other project stakeholders to provide support and implement project plans/tasks.
- The position holder liaises with research participants to organise quantitative and qualitative data collection.

Reporting Relationships



For further information about structure of the University refer to the [organisation chart](#).

SELECTION CRITERIA

Qualifications, skills, knowledge and experience

1.	A degree in a relevant discipline (e.g., Public Health, Exercise Science, Psychology and/or Education) with equivalent professional experience and training.
2.	Skills and experience in research, including the design, organisation, collection, management and preliminary analysis of large-scale and longitudinal data.
3.	Demonstrated experience in conducting research and/or practice with children and youth.
4.	Demonstrated ability to coordinate the implementation of research projects.

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.	Demonstrated ability to work independently and collaborate effectively as part of a team to achieve individual and team goals.

7.	An ability to take personal accountability for achieving high quality outcomes, keeping stakeholder interests at the core of business decisions in order to achieve organisational objectives and service excellence. See the ACU Service Principles .
8.	Demonstrated ability to plan work effectively and simultaneously meet tight timeframes in order to manage a number of complex and competing matters.
9.	A commitment to continuous improvement including the ability to make informed decisions, seek feedback and conduct reviews to achieve high quality outcomes that align with best practice.

Other attributes

10.	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.
11.	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.