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Position Description

College/Division:	ANU College of Asia and the Pacific
School/Centre:	Coral Bell School of Asia Pacific Affairs
Department/Unit:	Department of International Relations
Position Title:	Research Associate / Postdoctoral Fellow (Level A) Research Fellow (Level B)
Classification:	Academic Level A or B
Position No:	TBA
Responsible to:	Dr Nicholas Lemay
Number of positions that report to this role:	Nil
Delegation(s) Assigned:	Nil

PURPOSE STATEMENT:

The ANU College of Asia and the Pacific (CAP) leads intellectual engagement with the Asia-Pacific region through research, teaching and contributions to public debate, and seeks to set the international standard for scholarship concerning the region.

The Coral Bell School of Asia Pacific Affairs forms part of the ANU College of Asia and the Pacific and is dedicated to advancing analysis and understanding of the international, political, societal, and strategic affairs of Asia and the Pacific. The School is constituted by four departments: the Department of International Relations; the Department of Pacific Affairs; the Department of Political and Social Change; and the Strategic and Defence Studies Centre.

The Department of International Relations, the first of its kind in Australia, is a world-leading centre of the study of the challenges, opportunities, and processes that emerge from these momentous changes. Since our foundation in 1949, we have approached the challenge of thinking about global and regional affairs with a combination of academic rigour and ethical awareness. Today, the Department follows in the footsteps of the discipline-leading men and women who have worked here in the past and upon whose inheritance we continue to build. The quality of our academic research has been consistently recognised in various global and national rankings.

The Research Associate / Postdoctoral Fellow / Research Fellow will make contributions in teaching, research and service activities in the field/s of political geography of international interventions and critical cartography. They will also carry out activities to develop their scholarly, research and/or professional expertise relevant to their discipline area.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

The Research Associate / Postdoctoral Fellow / Research Fellow reports to Dr. Nicolas Lemay-Hebert and works with Department, School, College, and University colleagues to deliver key strategic outcomes in education and research. The Research Associate / Postdoctoral Fellow / Research Fellow will be expected to contribute to excellence in published research, teaching, policy development, and develop their expertise in these areas.

Role Statement:

All academic staff within the College are expected to undertake work in three areas of academic activity - education (teaching and learning), research and service (including outreach). The allocation of time to each area will reflect relative opportunities within the Coral Bell School and the Department of International Relations as well as individual appointment situations. This expectation applies regardless of the level of appointment, the

type of appointment an academic holds, or the part of the University in which an academic may have begun their career at ANU.

Under the broad direction of Dr. Nicolas Lemay-Hebert, the Research Associate / Postdoctoral Fellow / Research Fellow may undertake the following duties:

- Undertake independent research in the political geography of international interventions and critical cartography, with a view to publishing original and innovative results, presenting research at academic seminars and national and/or international conferences, and collaborating with other researchers at a national and/or international level.
- Actively seek external funding including the preparation and submission of research proposals to external funding bodies.
- Assist in outreach activities including to prospective students, research institutes, industry, government, the media and the general public.
- Supervise students working on individual or group projects at the graduate-coursework level and assist with supervision of research students.
- Prepare and deliver tutorials, lectures, practical classes, demonstrations, workshops, seminars, student field excursions, clinical sessions and/or studio sessions.
- Maintain high academic standards in research and administrative endeavours.
- Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity.
- Undertake other duties as required, consistent with the classification of the position.
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Skill Base – Level A

A Level A academic will work with the support and guidance from more senior academic staff and is expected to develop his or her expertise in teaching and research with an increasing degree of autonomy. A Level A academic will normally have completed four years of tertiary study or equivalent qualifications and experience and may be required to hold a relevant higher degree.

A Level A academic will normally contribute to teaching at the institution, at a level appropriate to the skills and experience of the staff member, engage in scholarly, research and/or professional activities appropriate to their profession or discipline, and undertake administration primarily relating to their activities at the institution. The contribution to teaching of Level A academics will be primarily at undergraduate and graduate diploma level.

Skill Base – Level B

A Level B Lecturer / Research Fellow will undertake independent teaching and research in their discipline. In research and/or scholarship and/or teaching, the Research Fellow will make an independent contribution through professional practice and expertise and coordinate and/or lead the activities of other staff, as appropriate.

The Research Fellow will take full responsibility for or significantly contribute to teaching and supervision at the undergraduate, honours and postgraduate level (including HDR) and where appropriate undertake additional training to develop these skills.

In determining experience relative to qualifications, regard is had to teaching experience, experience in research, experience outside tertiary education, creative achievement, professional contributions and/or contributions to technical achievement.

SELECTION CRITERIA:

Level A (Research Associate / Postdoctoral Fellow):

1. A PhD (recently awarded or progress towards) in international relations, political geography or cognate discipline.
2. Ability to conduct research and contribute to obtaining research
3. Ability to develop curriculum, deliver quality teaching and supervise undergraduate students.
4. Ability to contribute to university administration and successfully interact with relevant industry/business/professional/government organisations.
5. Well-developed oral and written communication skills and an ability to liaise effectively and/or develop positive relationships with a wide range of staff and students.
6. Proven ability to work co-operatively in a small team environment.
7. A demonstrated understanding of equal opportunity principles and policies and a commitment to their application in a university context.

Level B (Research Fellow):

1. A PhD in international relations, political geography or cognate discipline with a record of independent research as evidenced by publications in peer reviewed journals and an ability to attract research funding.
2. Demonstrated ability to undertake curriculum and program development, deliver quality teaching and supervise undergraduate and postgraduate students.
3. Ability to contribute to university administration and successfully interact with relevant industry/business/professional/government organisations.
4. Well-developed oral and written communication skills and an ability to liaise effectively and/or develop positive relationships with a wide range of staff and students.
5. Proven ability to work co-operatively in a small team environment.
6. A demonstrated understanding of equal opportunity principles and policies and a commitment to their application in a university context.

The ANU conducts background checks on potential employees, and employment in this position is conditional on satisfactory results in accordance with the [Background Checking Procedure](#) which sets out the types of checks required by each type of position.

References:

[Minimum Standards for Academic Levels \(MSAL\)](#)^t



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Pre-Employment Work Environment Report

Position Details

College/Div/Centre	ANU College of Asia and the Pacific	Dept/School/Section	IR / Coral Bell School
Position Title	Research Associate / Postdoctoral Fellow / Research Fellow	Classification	Academic Level A/B
Position No.	TBA	Reference No.	

In accordance with the Work Health and Safety Act 2011 (Cth) the University has a primary duty of care, so far as reasonably practicable, to ensure the health and safety of all staff while they are at work in the University.

- This form must be completed by the supervisor of the advertised position and appended to the back of the Position Description.
- This form is used to advise potential applicants of work environment and health and safety hazards prior to application.
- Once an applicant has been selected for the position they must familiarise themselves with the University WHS Management System via Handbook guidance <https://services.anu.edu.au/human-resources/health-safety/whs-management-system-handbook>
- The hazards identified below are of generic nature in relation to the position. It is not correlated directly to training required for the specific staff to be engaged. Identification of individual WHS training needs must be in accordance with WHS Local Training Plan and through the WHS induction programs and Performance Development Review Process.
- 'Regular' hazards identified below must be listed as 'Essential' in the Selection Criteria - see 'Employment Medical Procedures' at http://info.anu.edu.au/Policies/_DHR/Procedures/Employment_Medical_Procedures.asp

Potential Hazards

<ul style="list-style-type: none"> Please indicate whether the duties associated with appointment will result in exposure to any of the following potential hazards, either as a regular or occasional part of the duties. 					
TASK	regular	occasional	TASK	regular	occasional
key boarding	X	<input type="checkbox"/>	laboratory work	<input type="checkbox"/>	<input type="checkbox"/>
lifting, manual handling	<input type="checkbox"/>	<input type="checkbox"/>	work at heights	<input type="checkbox"/>	<input type="checkbox"/>
repetitive manual tasks	<input type="checkbox"/>	<input type="checkbox"/>	work in confined spaces	<input type="checkbox"/>	<input type="checkbox"/>
Organizing events	<input type="checkbox"/>	<input type="checkbox"/>	noise / vibration	<input type="checkbox"/>	<input type="checkbox"/>
fieldwork & travel	<input type="checkbox"/>	X	electricity	<input type="checkbox"/>	<input type="checkbox"/>
driving a vehicle	<input type="checkbox"/>	<input type="checkbox"/>			
NON-IONIZING RADIATION			IONIZING RADIATION		
solar	<input type="checkbox"/>	<input type="checkbox"/>	gamma, x-rays	<input type="checkbox"/>	<input type="checkbox"/>
ultraviolet	<input type="checkbox"/>	<input type="checkbox"/>	beta particles	<input type="checkbox"/>	<input type="checkbox"/>
infra red	<input type="checkbox"/>	<input type="checkbox"/>	nuclear particles	<input type="checkbox"/>	<input type="checkbox"/>
laser	<input type="checkbox"/>	<input type="checkbox"/>			
radio frequency	<input type="checkbox"/>	<input type="checkbox"/>			
CHEMICALS			BIOLOGICAL MATERIALS		
hazardous substances	<input type="checkbox"/>	<input type="checkbox"/>	microbiological materials	<input type="checkbox"/>	<input type="checkbox"/>
allergens	<input type="checkbox"/>	<input type="checkbox"/>	potential biological allergens	<input type="checkbox"/>	<input type="checkbox"/>
cytotoxics	<input type="checkbox"/>	<input type="checkbox"/>	laboratory animals or insects	<input type="checkbox"/>	<input type="checkbox"/>
mutagens/teratogens/	<input type="checkbox"/>	<input type="checkbox"/>	clinical specimens, including blood	<input type="checkbox"/>	<input type="checkbox"/>
carcinogens			genetically-manipulated specimens	<input type="checkbox"/>	<input type="checkbox"/>
pesticides / herbicides	<input type="checkbox"/>	<input type="checkbox"/>	immunisations	<input type="checkbox"/>	<input type="checkbox"/>
OTHER POTENTIAL HAZARDS (please specify):					