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| **Position Description** |

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| **Research Officer – Student Partnerships** |
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| **Position No:** | NEW |
| **Department:** | Office of the Pro Vice Chancellor of Student Success |
| **School:** |  |
| **Campus/Location:** | Melbourne (Bundoora) |
| **Classification:** | Higher Education Officer Level 6 (HEO6) |
| **Employment Type:** | Part-time (.6 FTE), one-year fixed-term  |
| **Position Supervisor:** **Number:** | Associate Lecturer, Student Success |
| **Other Benefits:** | <http://www.latrobe.edu.au/jobs/working/benefits>  |

Further information about:

La Trobe University - <http://www.latrobe.edu.au/about>

Centre for Higher Education Equity and Diversity Research – <http://latrobe.edu.au/cheedr>

**For enquiries only contact:**

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| **Position Description** |

**Research Officer- Student Partnerships**

**Position Context**

The Student Success Portfolio assists students to connect to their study, community and career and works in close partnership with students, the academy and other LTU service divisions to provide outstanding experiences that support student transition and success across the student lifecycle. Student Success plays a primary role in facilitating success and retention initiatives across the university and includes the following teams:

* Employability and Industry Engagement
* Excellence at La Trobe
* Orientation and Transition
* Regional Student Engagement
* Schools Partnership Program
* Student Learning
* Succeed at La Trobe
* Tertiary Preparation Program
* Student Partnerships

In leading these areas, the Portfolio places a strong emphasis on collaborative and inclusive relationships with students, colleagues in Colleges and other departments and groups across the university and through various pathways programs.

The Research Officer is responsible for providing qualitative research and analytic support as part of a research project funded through the National Centre for Student Equity in Higher Education (NCSEHE). The project is a partnership across several universities (in Victoria, New South Wales, Queensland, and Western Australia). The project’s objectives are to understand what type of support and resources can help aid early stage interventions (grades 7 and 8) towards successful higher education pathways.

The primary purpose of this position is to assist with research development through: independent research, conducting literature reviews, obtaining ethical clearance, gathering of research materials and data, data analysis, preparation of reports for specific research projects and publications, and other duties as requested by the Chief Investigator.

**Key Areas of Accountability:**

1. Assist in the proofreading and drafting of literature reviews, reports of research findings and ethics applications and the preparation of journal articles in readiness for publication.
2. Research topics online and conduct desktop analysis.
3. Assist with methodology including co-design workshops.
4. Undertake qualitative and/or quantitative analysis of research data.
5. Maintaining relationships with 20 schools across Australia.
6. Organising travel and events related to the project.
7. Other duties as requested.

**Key Selection Criteria:**

*Essential Requirements*

1. Completion (or significant progress towards) of a relevant doctoral qualification with relevant experience and/or combination of equivalent training, knowledge and experience.
2. Demonstrated high level of analytical, research and creative problem-solving skills.
3. High level qualitative research skills and a track record of publications, or clear evidence of ability to develop track record.
4. Ability to conduct literature reviews, write research reports and prepare ethics applications.
5. Well-developed written communication skills encompassing the ability to draft, proof-read and provide editorial advice on scholarly publications and management reports.
6. Demonstrated high level interpersonal and communication skills with the ability to work in a small team environment.
7. Experience working with public schools.
8. Ability and willingness to travel overnight and interstate to regional/remote areas.
9. Commitment to the university’s values of inclusiveness, diversity, equity and social justice.

*Desirable Attributes*

1. Experience with co-design methodology.
2. Professional experience and/or previous research undertaken relating to supporting low SES regional/remote and/or Indigenous students towards higher education pathways.
3. Experience managing and coordinating large research projects.

**Essential Compliance Requirements**

To hold this La Trobe University position the occupant must:

* hold, or be willing to undertake and pass, a Victorian Working with Children Check; AND
* take personal accountability to comply with all University policies, procedures and legislative or regulatory obligations; including but not limited to TEQSA and the Higher Education Threshold Standards.

**La Trobe Cultural Qualities**

Our cultural qualities underpin everything we do. As we work towards realising the strategic goals of the University we strive to work in a way which is aligned to our four cultural qualities:

* We are***Connected****:* We connect to the world outside — the students and communities we serve, both locally and globally.
* *We are* ***Innovative****:* We tackle the big issues of our time to transform the lives of our students and society.
* *We are* ***Accountable:*** We strive for excellence in everything we do. We hold each other and ourselves to account, and work to the highest standard.
* *We* ***Care:*** We care about what we do and why we do it. We believe in the power of education and research to transform lives and global society. We care about being the difference in the lives of our students and communities.

For Human Resource Use Only

Initials: Date: