



Make
it matter.

POSITION DESCRIPTION

Research Associate

Position Level	A
Faculty/Division	-----
Position Number	ADMIN ONLY
Original document creation	xx/xx/ 2020

Position Summary

A Research Associate (Level A) is expected to contribute towards the research effort of UNSW and to develop their research expertise through the pursuit of defined projects relevant to their particular field of research.

The role of Research Associate reports to The Chief Investigator and has no direct reports.

Accountabilities

Specific accountabilities for this role include:

- Contribute independently or as a team member in collaborative research with a focus to enhance the quality of research outcomes in the discipline area.
- Conduct research (as per the norms of the discipline) and/or enable research teams to create scholarly output that is recognised by peers.
- Undertake specific research project/s under the guidance of a research leader and contribute to development of research activities.
- Support the dissemination of research outcomes through appropriate channels and outlets.
- Undertake discipline-appropriate research activities, e.g. surveys, literature reviews, data gathering and/or recording of results using appropriate research methods.

- Participate in and/or present at conferences and/or workshops relevant to the project as required.
- Assist with the coordination of steering group meetings, community reference group meeting, and project workshops
- Assist with data analysis and lead the authoring of the final report
- Manage relationships with the partner organisations and all other relevant stakeholders
- Align with and actively demonstrate the [UNSW Values in Action: Our Behaviours](#) and the [UNSW Code of Conduct](#).
- Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others.

Skills and Experience

- Relevant tertiary education, nearing completion of a PhD with a focus on migration/migrant women, and/or relevant work experience.
- Proven commitment to proactively keeping up to date with discipline knowledge and developments, including bringing a strengths-based approach to the research topic.
- Demonstrated ability to undertake high quality academic research and conduct independent research with limited supervision.
- Demonstrated track record of publications and conference presentations relative to opportunity.
- Demonstrated ability to work in a team, collaborate across disciplines and build effective relationships.
- Evidence of highly developed interpersonal skills.
- Demonstrated ability to communicate and interact with a diverse range of stakeholders and students.
- An understanding of and commitment to UNSW's aims, objectives and values in action, together with relevant policies and guidelines.
- Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training.
- Lived experience of western or south west Sydney is desirable.
- Knowledge of quantitative data analysis and fluency in a community language is desirable.

Pre-employment checks required for this position

- Verification of qualifications

About this document

This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role.

This template is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.