

Wellbeing, Policy and Pathways

Melbourne Graduate School of Education

Research Fellow

POSITION NUMBER	0051695
UOM CLASSIFICATION /SALARY	Level B \$105,232 - \$124,958 per annum (pro rata for part-time)
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full Time (1 FTE)
BASIS OF EMPLOYMENT	Fixed term available until 23 December 2025 Work Focus category: Academic Research
HOW TO APPLY	Go to http://about.unimelb.edu.au/careers , under Current staff or Prospective staff, select the relevant option ('Current Opportunities' or 'Jobs available to current staff') and search for the position by title or number. Indigenous applicants are encouraged to apply.
CONTACT FOR ENQUIRIES ONLY	Professor Johanna Wyn Email: j.wyn@unimelb.edu.au

Please do not send your application to this contact

For information about working for the University of Melbourne, visit our website:
about.unimelb.edu.au/careers

THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University of Melbourne employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Find out more about the University's strategy, *Advancing Melbourne*, at <https://about.unimelb.edu.au/strategy/advancing-melbourne>

MELBOURNE GRADUATE SCHOOL OF EDUCATION

The Melbourne Graduate School of Education (MGSE) fosters staff productivity, growth and engagement in a collective effort to enrich the contribution that education makes to society. We conduct research and teaching that leads to the transformation of education practice both within and beyond the profession. MGSE stimulates learning that enriches the potential of students from around the world, enabling meaningful careers and profound contributions to communities. We provide research leadership, setting the direction for high-impact, innovative and responsive research that addresses the pressing issues of our time. We lead purposeful engagement with society, sharing our resources and expertise as part of collaborative efforts to build a resilient, equitable and sustainable future.

EQUAL OPPORTUNITY, DIVERSITY AND INCLUSION

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the University's People Strategy 2015-2020 and policies that address diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment.

OCCUPATIONAL HEALTH AND SAFETY (OHS)

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:

<http://safety.unimelb.edu.au/people/community/responsibilities-of-personnel>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

ABOUT THE ROLE

Position purpose:

The Research Fellow will be the project manager with the five-year ARC-funded Life Patterns research program. The Research Fellow will report to the Chief Investigator (Professor Wyn) and will support the other Chief Investigators and the overseas Partner Investigators.

Their key duties will include managing the long-term planning and scheduling of research activities; documenting project activity; providing oversight of the data management plan, budgets and communications with the university's finance and research personnel; communicating with the investigator team and stakeholders; and developing communication and publication plans. They will provide oversight and support for archiving of data; prepare technical data reports and research reports for participants; and make contributions to data collection, analysis and publications. The project manager will play a key role in managing the recruitment of a new cohort of research participants to be drawn from 58 schools in Victoria, NSW, Tasmania and the ACT, as well as in the retention of participants from the two existing cohorts in the study. They will manage the teams involved in data collection from the three cohorts. They will provide ongoing support for junior research assistants and engage in regular reporting to the investigator team.

Reporting line: Chief Investigator, Professor J Wyn

No. of direct reports: 0

No. of indirect reports: 0

Core Accountabilities:

1.1 Project planning and inception

- ▶ In conjunction with the CIs and PIs: develop a project schedule and detailed implementation timeline following the methodology outlined in the ARC proposal;
- ▶ Oversee the recruitment of research participants;
- ▶ Establish and maintain tools for project management and documentation of all research activity;
- ▶ Organise paperwork for casual, permanent, honorary, independent contracts and positions, and liaise with HR and Finance staff in MGSE;
- ▶ Provide advice and support to academic staff on HR processes in relation to recruitment/advertising processes, honorary appointments and other general inquiries;
- ▶ Assist new casual staff to set up electronic timecards. Some direct processing of casual timecards may be required at times;

- ▶ Co-ordinate the administration of local area induction and accommodation arrangements for new staff, visitors and honorary staff;
- ▶ Organise and participate in project planning meetings/workshops;
- ▶ Contribute to the writing and tracking of ethics applications;
- ▶ Supervise other Research Assistants who are employed on the project;
- ▶ Work collaboratively with the University's finance team in relation to financial transactions, including advice on charging and following up on transactions to ensure completion;
- ▶ Contribute to the development of a strategic plan for the project, including a communication strategy, publication strategy, data management strategy and sample retention strategy.

1.2 Project management

- ▶ Provide first level advice to chief investigators on implications of proposed budget decisions, liaising with the finance staff within the MGSE finance team where appropriate;
- ▶ Maintain a research management log book, recording all project activities;
- ▶ Ensure that project timelines and budgets are communicated, managed and met;
- ▶ Effectively manage issues on the project that may impede the project's progress and work with senior investigators to resolve these issues;
- ▶ Ensure the project's website is up to date;
- ▶ Coordinate the data collection and analysis process to meet project objectives and timelines;
- ▶ Store and maintain integrity and security of project/research data;
- ▶ Providing support and feedback to junior research assistants on project tasks;
- ▶ Support internal project communication across the CIs, PIs, higher degree research students and research staff.

1.3 Research and Publications

- ▶ Contribute to data collection and analysis;
- ▶ Contribute to the development of publications drawing on project data;
- ▶ Contribute to other forms of communication with the research community;
- ▶ Contribute to the presentation of project findings at conferences.

1.4 Other Activities

- ▶ Manage a workshop/seminar program with stakeholders, academics, practitioners and policy-makers to disseminate the project's findings and draw new insights from outside the project;
- ▶ Provide project management support for events, workshops and conferences associated with the project. This may include scheduling, preparation and distribution of event budgets, publicity materials, drafting content for web pages, responding to inquiries, maintaining database records, organising registrations and provision of support for guest speakers. Work with and seek advice from the MGSE marketing team in relation to branding, use of templates, and regarding media and promotion of activities.

SELECTION CRITERIA

Essential

- ▶ PhD in Sociology of Youth or in Education;
- ▶ Evidence of capacity to manage large, complex research projects, including the supervision of staff;
- ▶ Previous experience managing qualitative and quantitative research projects, including project administration, data management, budgeting and tracking project progress;
- ▶ Experience with report writing;
- ▶ Demonstrated capacity to publish in peer reviewed journals with multiple authors from shared research endeavours;
- ▶ Excellent interpersonal and written communication skills;
- ▶ Capacity to travel locally and interstate for purposes of recruitment and data collection.

Desirable

- ▶ Research or professional experience in the field of life long education;
- ▶ Experience with managing ARC-funded projects;
- ▶ Experience using data analysis software including SPSS and NVivo;
- ▶ Demonstrated knowledge of the University financial, human resources, research and student administrative systems;
- ▶ Capacity to use innovative approaches to remote collection of data, and to respond circumstances that impede face to face communications.

Other job-related information:

Special Requirements

- ▶ Unrestricted right to work in Australia;
- ▶ Any offer of employment will be conditional upon receipt and maintenance of a valid Working with Children Check;
- ▶ Some out of hours work will be required; and
- ▶ This position is based at the Parkville site. Travel to other sites may be required.