



POSITION DESCRIPTION

Melbourne Graduate School of Education
Centre for Program Evaluation

Research Fellow, Centre for Program Evaluation

POSITION NO	0046096
CLASSIFICATION	Research Fellow Grade 1, Level A
SALARY	\$69,148 - \$93,830 p.a. (pro rata for part-time)
SUPERANNUATION	Employer contribution of 9.5%
WORKING HOURS	Full-time (1.0 FTE) or Part-time (0.8 FTE) negotiable
BASIS OF EMPLOYMENT	Fixed-term position available to 31 December 2018
OTHER BENEFITS	http://about.unimelb.edu.au/careers/working/benefits
HOW TO APPLY	Online applications are preferred. Go to http://about.unimelb.edu.au/careers , select the relevant option ('Current Opportunities' or 'Jobs available to current staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Lee Au Tel +61 3 8344 8394 Email cpe-enquiries@unimelb.edu.au <i>Please do not send your application to this contact</i>

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

Position Summary

As directed by senior research staff, the Research Fellow will be responsible for completing research tasks for assigned projects and the day-to-day management of these projects. In addition to research, this role includes some client liaison, tracking project timelines, deliverables and budget, and regular reporting to senior research staff.

The Research Fellow role is crucial to the Centre for Program Evaluation's (CPE) operations, given the large number of projects undertaken by CPE at any one time.

The Research Fellow will report to the Director, CPE and contribute to a range of research and evaluation projects, including an evaluation of literacy and numeracy interventions in rural and remote schools. This role will also contribute to general research, evaluation, and learning and teaching activities within the Centre.

1. Key Responsibilities

1.1 PROJECT PLANNING AND INCEPTION

- ▶ In conjunction with senior research staff: design evaluation methodology, develop program logic models, project plan, budgets and detailed implementation timeline
- ▶ Organise and participate in project planning meetings/workshops, both internal and external (e.g. with client)
- ▶ Contribute to the writing and/or tracking of ethics applications, where required

1.2 PROJECT DELIVERY

- ▶ Implement project deliverables according to contract guidelines including the management of day-to-day tasks in accordance with project plan
- ▶ Effectively manage issues on the project that may impede the project's progress and work with senior research staff to resolve these issues
- ▶ Tracking budgets in accordance with the established client contract. This includes the monitoring of staff hours on against task scoping estimates.
- ▶ Client liaison and relationship management. This includes communicating with clients to keep them informed of project progress.
- ▶ Coordinating the data collection and analysis process to meet project objectives
- ▶ Store and maintain integrity and security of project/research data

1.3 RESEARCH AND PUBLICATIONS

- ▶ Contribute to undertaking and managing research arising from project/s
- ▶ Contribute to producing publications arising from project/s, as directed

1.4 OTHER ACTIVITIES

- ▶ Provide updates to senior research staff on project progress.
- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 4.

2. Selection Criteria

2.1 ESSENTIAL

- ▶ BA (Hons), PGDip or Masters with a research component in any of the following disciplines: Education, Psychology, Public Health, Evaluation or Social Sciences
- ▶ Outstanding organisational skills including demonstrated experience in project administration, budgeting and budget tracking and tracking project progress.
- ▶ Highly developed written and verbal communication skills
- ▶ Team player, willing to engage and work collaboratively with colleagues and clients
- ▶ Demonstrated quantitative and qualitative research skills

2.2 DESIRABLE

- ▶ Experience in dynamic, project-based research and evaluation environments
- ▶ Demonstrated mixed methods research skills
- ▶ Experience with some data analysis software such as SPSS, Stata and/or NVivo
- ▶ Experience with report writing for different audiences (policy, public and community)
- ▶ Professional experience the fields of education and/or evaluation
- ▶ PhD or progression towards a PhD.

3. Special Requirements

This role involves at least 10 working days of domestic travel, and additional local client / site visits.

4. 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. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous strive to service for excellence and reach the targets of Growing Esteem.

5. 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/topics/responsibilities/>

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

6. Other Information

6.1 ORGANISATION UNIT

Melbourne Graduate School of Education

6.2 BUDGET DIVISION

Our Vision:

A society in which education enables full and equitable participation.

Our Mission

Through effective collaborations, we will deliver:

- ▶ relevant, high quality, high impact research
- ▶ research-informed, clinical teacher education that develops graduates with the capacity to inspire and improve individual learning outcomes
- ▶ outstanding quality postgraduate studies for professionals.

The Melbourne Graduate School of Education (MGSE) is Australia's number 1 and among the world's finest for Education (QS World Rankings by Subject).

MGSE is a hub of high impact research and teaching. Home to a number of internationally recognised experts, we are at the cutting edge of teaching and research in our field.

Part of the University of Melbourne's Parkville campus, we are based at 234 Queensberry Street and 100 Leicester Street. Our buildings are designed specifically for graduate education students, offering a range of contemporary learning and social spaces.

Our flagship Master of Teaching is based on a clinical approach to teaching, and is a significant shift away from traditional approaches to teacher education. We also offer a range of professional development and higher degree research courses for people working in education and related professions. A large number of significant research projects are based here, and we work closely with local, national and international partners on a wide range of projects across education and related disciplines.

For more information about us, visit: education.unimelb.edu.au

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

Further information about working at The University of Melbourne is available at <http://about.unimelb.edu.au/careers>.

6.4 GROWING ESTEEM, THE MELBOURNE CURRICULUM AND RESEARCH AT MELBOURNE: ENSURING EXCELLENCE AND IMPACT TO 2025

Growing Esteem describes Melbourne's strategy to achieve its aspiration to be a public-spirited and internationally-engaged institution, highly regarded for making distinctive contributions to society in research and research training, learning and teaching, and engagement. <http://about.unimelb.edu.au/strategy-and-leadership>

The University is at the forefront of Australia's changing higher education system and offers a distinctive model of education known collectively as the Melbourne Curriculum. The new educational model, designed for an outstanding experience for all students, is based on six broad undergraduate programs followed by a graduate professional degree, research higher degree or entry directly into employment. The emphasis on academic breadth as well as disciplinary depth in the new degrees ensures that graduates will have the capacity to succeed in a world where knowledge boundaries are shifting and reforming to create new frontiers and challenges. In moving to the new model, the University is also aligning itself with the best of emerging European and Asian practice and well-established North American traditions.

The University's global aspirations seek to make significant contributions to major social, economic and environmental challenges. Accordingly, the University's research strategy *Research at Melbourne: Ensuring Excellence and Impact to 2025* aspires to a significant advancement in the excellence and impact of its research outputs.

<http://research.unimelb.edu.au/our-research/research-at-melbourne>

The strategy recognises that as a public-spirited, research-intensive institution of the future, the University must strive to make a tangible impact in Australia and the world, working across disciplinary and sectoral boundaries and building deeper and more substantive engagement with industry, collaborators and partners. While cultivating the fundamental enabling disciplines through investigator-driven research, the University has adopted three grand challenges aspiring to solve some of the most difficult problems facing our world in the next century. These Grand Challenges include:

- ▶ Understanding our place and purpose – The place and purpose grand challenge centres on understanding all aspects of our national identity, with a focus on Australia's 'place' in the Asia-Pacific region and the world, and on our 'purpose' or mission to improve all dimensions of the human condition through our research.
- ▶ Fostering health and wellbeing – The health and wellbeing grand challenge focuses on building the scale and breadth of our capabilities in population and global health;

on harnessing our contribution to the 'convergence revolution' of biomedical and health research, bringing together the life sciences, engineering and the physical sciences; and on addressing the physical, mental and social aspects of wellbeing by looking beyond the traditional boundaries of biomedicine.

- ▶ Supporting sustainability and resilience – The sustainability and resilience grand challenge addresses the critical issues of climate change, water and food security, sustainable energy and designing resilient cities and regions. In addition to the technical aspects, this grand challenge considers the physical and social functioning of cities, connecting physical phenomena with lessons from our past, and the implications of the technical solutions for economies, living patterns and behaviours.

Essential to tackling these challenges, an outstanding faculty, high performing students, wide collaboration including internationally and deep partnerships with external parties form central components of Research at Melbourne: Ensuring Excellence and Impact to 2025.

6.5 GOVERNANCE

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at <http://www.unimelb.edu.au/governance>