



# POST DOCTORAL RESEARCH FELLOW

DEPARTMENT/UNIT	Performance Jazz/ Pop
FACULTY/DIVISION	Sir Zelman Cowen Music School and Performance
CLASSIFICATION	Level A
DESIGNATED CAMPUS OR LOCATION	Clayton campus

## ORGANISATIONAL CONTEXT

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Everyone needs a platform to launch a satisfying career. At Monash, we give you the space and support to take your career in all kinds of exciting new directions. You'll have access to quality research, infrastructure and learning facilities, opportunities to collaborate internationally, as well as the grants you'll need to publish your work. We're a university full of energetic and enthusiastic minds, driven to challenge what's expected, expand what we know, and learn from other inspiring, empowering thinkers. Discover more at [www.monash.edu](http://www.monash.edu).

The **Faculty of Arts** is one of the largest of the ten faculties at Monash University and is also one of the largest, most diverse and dynamic arts faculties in Australia. It delivers programs across five campuses: Clayton, Caulfield, Berwick, Malaysia and South Africa. The Faculty's courses are also increasingly available via distance education over the Internet.

As a large and diverse faculty, Monash Arts has particular strengths in the humanities, performing arts, languages and social sciences. It encourages the development of cutting-edge studies that operate at the intersection of traditional academic disciplines. Faculty offerings include the full range of the old and new humanities, from the classics to communications and media studies. Courses offered range from undergraduate diplomas and degrees, faculty certificates, graduate diploma programs through to postgraduate coursework and research degrees. Monash Arts is justly proud of the research capacity of its staff. Lecturers are working at the cutting edge in their fields, and they carry this expertise and enthusiasm into their teaching.

The Faculty has approximately 5,700 students (EFTSL), 500 staff (EFT) and annual revenue in excess of \$100 million. More information can be found at; [www.monash.edu/arts](http://www.monash.edu/arts).

The **Sir Zelman Cowen School of Music** is situated on Clayton campus. The performance stream in the of the Bachelor of Music Performance Major, Honours, PhD and Masters programs features classical, jazz and improvisation and popular music alongside majors in composition and music technology, musicology and ethnomusicology majors. The classical program is a vibrant and active community of musicians working at the highest level, with opportunities for chamber music, orchestral performance and cross stylistic collaboration. The school has around 500 students (EFTSL) and 18 staff (EFT), and offers units at our Prato centre in Italy in addition to performance opportunities in partnership with industry and community. The school supports artistic research alongside other more traditional research endeavours and has a focus on Australian music.

## POSITION PURPOSE

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A Level A research-only academic is expected to contribute towards the research effort of the University and to develop their research expertise through the pursuit of defined projects relevant to the particular field of research.

The Postdoctoral Research Fellow will be a musically-trained Post-Doctoral researcher who will assist the team in project implementation and management tasks including submitting applications for ethical approval, managing survey implementation (year 1), generating some data in the field, managing the transcription of interviews, securing storage of data, analysing data (year 2), maintaining the website, preparing publications and literature reviews and organising the industry round table (year 3).

**Reporting Line:** The position reports to the Chief Investigator on the Diversifying Music in Australia: Gender Equity in Jazz and Improvisation ARC funded grant

**Supervisory Responsibilities:** Not applicable

**Financial Delegation:** Not applicable

**Budgetary Responsibilities:** Not applicable

## KEY RESPONSIBILITIES

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Specific duties required of a Level A research-only academic may include:

1. The conduct of research under limited supervision either as a member of a team or, where appropriate, independently and the production or contribution to the production of conference and seminar papers and publications from that research
2. Involvement in professional activities including, subject to availability of funds, attendance at conferences and seminars in the field of expertise
3. Limited administrative functions primarily connected with the area of research of the academic
4. Development of a limited amount of research-related material for teaching or other purposes with appropriate guidance from other staff
5. Occasional contributions to teaching in relation to their research project(s)
6. Experimental design and operation of advanced laboratory and technical equipment or conduct of advanced research procedures
7. Attendance at meetings associated with research or the work of the organisational unit to which the research is connected and/or at departmental, school and/or faculty meetings and/or membership of a limited number of committees
8. Advice within the field of the staff member's research to postgraduate students
9. Other duties as directed from time to time

## KEY SELECTION CRITERIA

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### Education/Qualifications

1. The appointee will have:
  - a doctoral qualification in Music or a closely related field

## **Knowledge and Skills**

2. Demonstrated analytical and manuscript preparation skills; including a track record of refereed research publications
3. Ability to solve complex problems by using discretion, innovation and the exercise diagnostic skills and/or expertise
4. Well-developed planning and organisational skills, with the ability to prioritise multiple tasks and set and meet deadlines
5. Excellent written communication and verbal communication skills with proven ability to produce clear, succinct reports and documents
6. A demonstrated awareness of the principles of confidentiality, privacy and information handling
7. A demonstrated capacity to work in a collegiate manner with other staff in the workplace
8. Demonstrated computer literacy and proficiency in the production of high level work using software such as Microsoft Office applications and specified University software programs, with the capability and willingness to learn new packages as appropriate

## **OTHER JOB RELATED INFORMATION**

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- Travel to other campuses of the University may be required
- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which taking of leave may be restricted

## **GOVERNANCE**

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Monash University expects staff to appropriately balance risk and reward in a manner that is sustainable to its long-term future, contribute to a culture of honesty and integrity, and provide an environment that is safe, secure and inclusive. Ensure you are aware of and adhere to University policies relevant to the duties undertaken and the values of the University. This is a standard which the University sees as the benchmark for all of its activities in Australia and internationally.