



**Australian
National
University**

Position Description

College/Division:	ANU College of Asia and the Pacific
Faculty/School/Centre:	Crawford School of Public Policy
Department/Unit:	The Australian and New Zealand School of Government (ANZSOG)
Position Title:	Research Fellow
Classification:	Academic Level B
Position No:	
Responsible to:	Sir John Bunting Chair of Public Administration

PURPOSE STATEMENT:

The ANU College of Asia and the Pacific (CAP) leads intellectual engagement with the Asia-Pacific region through research, teaching and contributions to public debate, and seeks to set the international standard for scholarship concerning the region.

The Crawford School of Public Policy is Australia's premier public policy school, with recognised world-class expertise and experience in resource and environmental management and development, and on key Asia-Pacific countries. The Australia and New Zealand School of Government (ANZSOG), situated within the Crawford School of Public Policy is a global leader in education and government-focused research relevant to the public sector.

The Research Fellow is expected to make contributions to the teaching effort of ANZSOG particularly in the Masters of Public Policy and Masters of Public Administration, and to carry out activities to develop their scholarly, research and/or professional expertise relevant to public policy, political science, and/or sociology.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

The Research Fellow reports to Sir John Bunting Chair of Public Administration and works with the Crawford School of Public Policy, ANZSOG, and University colleagues to deliver key strategic outcomes in education and research. The Research Fellow will be expected to demonstrate excellence in published research, teaching and project management, and have the potential to attract external funding for research. The Fellow will also be expected to build engaged research relationships with governments and industry; and to teach in the Crawford School's Public Policy program.

Role Statement:

All academic staff within the College are expected to undertake work in three areas of academic activity - education (teaching and learning), research and service (including outreach). The allocation of time to each area will reflect relative opportunities within the Crawford School of Public Policy, as well as individual appointment situations. This expectation applies regardless of the level of appointment, the type of appointment an academic holds, or the part of the University in which an academic may have begun their career at ANU.

Under the broad direction of the Sir John Bunting Chair of Public Administration the responsibilities of the Research Fellow may include:

- Prepare and deliver tutorials, lectures, or seminars, and including teaching in teams.
- Contribute to other educational activities (e.g. guest lectures, short or intensive courses, and executive education).
- Develop assessment aligned with learning outcomes of courses.
- Develop course materials including on the University learning management system.

- Provide support and feedback to ensure students develop as independent learners.
- Participate in formal supervisory training or mentoring relationship with a senior academic.
- Conduct administrative duties associated with teaching.
- Conduct practice-led research in political science, public policy and/or sociology, including producing publically accessible works and original creative outputs which contribute to the research agenda of both ANZSOG and Crawford School of Public Policy, as outlined by the ERA guidelines for political science, public policy, and/or sociology.
- Solely or jointly-author articles in top-ranked peer-reviewed journals (this expectation can be moderated if work is undertaken towards a monograph).
- Participate in at least one competitive grant application (every 2 – 3 years).
- Secure invitations as a major presenter.
- Conduct collaborative and interdisciplinary research as a leader or member.
- Undertake professional activity such as consultancy and policy work for governments.
- Attend departmental and/or faculty meetings and/or participate as a member of at least one School, College or University Committee or Sub-Committee (Education, Research or Administrative) per year
- Review academic journal and press manuscripts; research grant proposals;
- Where possible, participate in research collaboration with government agencies which generate substantial outcomes
- Engage in consulting or advice for external stakeholders
- Contribute to the governance, strategic planning, capacity building and inclusive culture of the University
- Engage with the local community in dealing with issues of local and/or regional significance. Engagement includes providing access to education and research, communicating and disseminating research results.
- Other duties consistent with the classification of the position.
- Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity.

Skill Base

A Level B Research Fellow will undertake independent teaching and research in political science, public policy and/or sociology. In research and/or scholarship and/or teaching, the Research Fellow will make an independent contribution through professional practice and expertise and coordinate and/or lead the activities of other staff, as appropriate.

The Research Fellow will take full responsibility for or significantly contribute to one course per year (including online or blended), at the postgraduate level, and where appropriate undertake additional training to develop these skills.

In determining experience relative to qualifications, consideration shall be given to teaching experience, experience in research, experience outside tertiary education, creative achievement, professional contributions and/or to technical achievement.

SELECTION CRITERIA:

1. A PhD in public policy, political science, sociology, or cognate discipline, is essential with a record of independent research in fields relevant to this position, as shown by peer reviewed publications, and an ability to attract research funding.
2. Demonstrated capacity to undertake social science research projects, using both quantitative and qualitative methods.
3. Well-developed oral and written communication skills and an ability to liaise effectively and/or develop positive relationships with a wide range of staff and students.
4. Ability to successfully engage on public policy research with relevant industry/business/professional/government organisations.
5. Proven ability to work co-operatively in a small team environment.
6. A demonstrated understanding of equal opportunity principles and policies and a commitment to their application in a university context.

Supervisor Signature:		Date:	
Printed Name:		Uni ID:	

References:

[Minimum Standards for Academic Levels \(MSAL\)](#)



Pre-Employment Work Environment Report

Position Details

College/Div/Centre	ANU College of Asia and the Pacific	Dept/School/Section	The Australian and New Zealand School of Government (ANZSOG)
Position Title	Research Fellow	Classification	Academic Level B
Position No.		Reference No.	

In accordance with the Work Health and Safety Act 2011 (Cth) the University has a primary duty of care, so far as reasonably practicable, to ensure the health and safety of all staff while they are at work in the University.

- This form must be completed by the supervisor of the advertised position and forwarded with the job requisition to Appointments and Promotions Branch, Human Resources Division. Without this form jobs cannot be advertised.
- This form is used to advise potential applicants of work environment and health and safety hazards prior to application.
- Once an applicant has been selected for the position they must familiarise themselves with the University WHS Management System via Handbook guidance <https://services.anu.edu.au/human-resources/health-safety/whs-management-system-handbook>
- The hazards identified below are of generic nature in relation to the position. It is not correlated directly to training required for the specific staff to be engaged. Identification of individual WHS training needs must be in accordance with WHS Local Training Plan and through the WHS induction programs and Performance Development Review Process.
- 'Regular' hazards identified below must be listed as 'Essential' in the Selection Criteria - see 'Employment Medical Procedures' at http://info.anu.edu.au/Policies/_DHR/Procedures/Employment_Medical_Procedures.asp

Potential Hazards

<ul style="list-style-type: none"> Please indicate whether the duties associated with appointment will result in exposure to any of the following potential hazards, either as a regular or occasional part of the duties. 			
TASK	regular	occasional	
key boarding	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
lifting, manual handling	<input type="checkbox"/>	<input type="checkbox"/>	
repetitive manual tasks	<input type="checkbox"/>	<input type="checkbox"/>	
Organizing events	<input type="checkbox"/>	<input type="checkbox"/>	
fieldwork & travel	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
driving a vehicle	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
NON-IONIZING RADIATION			
solar	<input type="checkbox"/>	<input type="checkbox"/>	
ultraviolet	<input type="checkbox"/>	<input type="checkbox"/>	
infra red	<input type="checkbox"/>	<input type="checkbox"/>	
laser	<input type="checkbox"/>	<input type="checkbox"/>	
radio frequency	<input type="checkbox"/>	<input type="checkbox"/>	
CHEMICALS			
hazardous substances	<input type="checkbox"/>	<input type="checkbox"/>	
allergens	<input type="checkbox"/>	<input type="checkbox"/>	
cytotoxics	<input type="checkbox"/>	<input type="checkbox"/>	
mutagens/teratogens/ carcinogens	<input type="checkbox"/>	<input type="checkbox"/>	
pesticides / herbicides	<input type="checkbox"/>	<input type="checkbox"/>	
TASK	regular	occasional	
laboratory work	<input type="checkbox"/>	<input type="checkbox"/>	
work at heights	<input type="checkbox"/>	<input type="checkbox"/>	
work in confined spaces	<input type="checkbox"/>	<input type="checkbox"/>	
noise / vibration	<input type="checkbox"/>	<input type="checkbox"/>	
electricity	<input type="checkbox"/>	<input type="checkbox"/>	
IONIZING RADIATION			
gamma, x-rays	<input type="checkbox"/>	<input type="checkbox"/>	
beta particles	<input type="checkbox"/>	<input type="checkbox"/>	
nuclear particles	<input type="checkbox"/>	<input type="checkbox"/>	
BIOLOGICAL MATERIALS			
microbiological materials	<input type="checkbox"/>	<input type="checkbox"/>	
potential biological allergens	<input type="checkbox"/>	<input type="checkbox"/>	
laboratory animals or insects	<input type="checkbox"/>	<input type="checkbox"/>	
clinical specimens, including blood	<input type="checkbox"/>	<input type="checkbox"/>	
genetically-manipulated specimens	<input type="checkbox"/>	<input type="checkbox"/>	
immunisations	<input type="checkbox"/>	<input type="checkbox"/>	
OTHER POTENTIAL HAZARDS (please specify):			
Supervisor/Delegate Name:		<i>Ariadne Vromen</i>	Date: <i>15 June 2020</i>