



**Australian
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Position Description

College/Division:	ANU College of Asia and the Pacific
School/Centre:	Crawford School of Public Policy
Department/Unit:	Australia–Japan Research Centre
Position Title:	Research Fellow or Fellow
Classification:	Academic Level B or C
Position No:	
Responsible to:	Director, Australia–Japan Research Centre
Number of positions that report to this role:	Nil
Delegation(s) Assigned:	

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 one of four Schools within CAP and is one of the world's leading public policy schools. The Crawford School is home to recognised world-class expertise and experience in economics, political science, environmental management and development, especially in relation to the Asia-Pacific region.

The Australia–Japan Research Centre (AJRC) is a research unit within the Crawford School and is the centre of research, teaching and outreach on the Japanese economy in Australia. AJRC also conducts research to better understand the Australia-Japan relationship and its place in the Asia Pacific economy.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

The Research Fellow or Fellow will have appropriate higher degree qualifications, maintain a strong research profile and make scholarly contributions to current policy thinking, analysis and debate in the AJRC's fields of research. The Research Fellow or Fellow will have a particular focus on economic analysis, preferably directly related to Japan, or showing a strong understanding of the Japanese economy, and will work as part of a multidisciplinary team which includes other academics and professional staff, maintaining close links with academic experts in related fields, leading practitioners in government and with other important stakeholders. The Research Fellow or Fellow will support the School's research priorities and further CAP's strategic objectives in undertaking these activities.

The Research Fellow or Fellow will be expected to demonstrate excellence in published research, teaching, and program management, and have the potential to attract external funding for research.

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 School and/or discipline, 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 Director of the AJRC the Research Fellow or Fellow will:

Education activities

- Prepare and deliver tutorials, lectures, practical classes, workshops, seminars, student field excursions, clinical sessions and/or studio sessions.

- Contribute to other educational activities (e.g. guest lectures, short or intensive courses, and executive education).
- Honours, PhD and Masters level supervision, and educational enrichment activities such as reading courses
- Contribute to in-country or study abroad options.
- Develop assessment aligned with learning outcomes of courses.
- Contribute to the development of double degrees.
- Develop course materials including on the University learning management system.
- Provide support and feedback to ensure students develop as independent learners.
- Supervise internships.
- Contribute to research training activities (e.g. master classes and research practicums).
- Integrate research into teaching and implement innovative teaching methods that give effect to the University's commitment to providing a research intensive education.
- Deliver educational enrichment, professional development or research training activities.
- Conduct administrative duties associated with teaching.

Research activities

- Conduct, practise and lead research in economics including producing publicly accessible works and original creative outputs which contribute to the school's research output as outlined by the guidelines for the discipline.
- Assist the coordination of the AJRC seminar series
- Solely or jointly-author articles in top-ranked peer-reviewed journals.
- Participate in at least one competitive grant application (every 2 – 3 years).
- Contribute as a panel member or advisory member for HDR students.
- Secure invitation 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.
- Undertake research at a international level with a significant role in research projects including, where appropriate, leadership of the team.

Service, outreach, consulting and administrative activities

- 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 journals and press manuscripts; conference proceedings intended for publication; research grant proposals; and promotion dossiers at other institutions
- Contribute to or serve as the principal member or associate editor of an academic journal; an editorial board member; or an elected officer of a national or international scholarly association
- Translate research and research publications into accessible, policy-salient forms
- Where possible, participate in research collaboration with government agencies which generate substantial outcomes
- Engage in consulting or advice for external stakeholders
- Support education engagement by contributing to the social media presence in education and programs for broader community/schools etc. (e.g. public speaking engagements)
- 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 international 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 their discipline/related area. In research, scholarship and 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 convening of courses, teaching and supervision at the undergraduate, honours or postgraduate level (including HDR) and where appropriate undertake additional training to develop these skills.

A Level C Fellow will make a significant contribution to research, scholarship, teaching and administration activities. S/he will normally play a major role or provide a significant degree of leadership in scholarly, research and/or professional activities.

In addition, a position at Level C will require a record of demonstrable scholarly and professional achievement in the relevant discipline area.

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

SELECTION CRITERIA:

For Level B Research Fellow

1. A PhD in economics or cognate discipline with a record of independent research as evidenced by publications in peer reviewed journals and an ability to attract research funding.
2. Demonstrated ability to undertake curriculum and program development, deliver quality teaching and supervise undergraduate and postgraduate students.
3. Ability to contribute to university administration and successfully interact with relevant industry/business/professional/government organisations.
4. Well-developed oral and written communication skills in English and an ability to liaise effectively and/or develop positive relationships with a wide range of staff and students.
5. Proven ability to work co-operatively in a small team environment.
6. Ability to supervise a team, to establish priorities and manage competing deadlines for self and others.
7. A demonstrated understanding of equal opportunity principles and policies and a commitment to their application in a university context.

For Level C Fellow

1. A PhD in economics or cognate discipline with a strong record of independent research, publications and policy leadership and impact with evidence of an international reputation in that discipline.
2. A strong record of scholarship that includes publication in high-ranking journals, success in obtaining external research funding, and the successful supervision of postgraduate research candidates.
3. A demonstrated record of high quality, best practice teaching, in the areas of expertise.
4. Demonstrated ability to engage in university administration and a record of successful interaction with relevant industry/ business/professional/government organisations.
5. Well-developed oral and written communication skills in English and an ability to liaise effectively and/or develop positive relationships with a wide range of staff and students.
6. Ability to provide academic leadership by overseeing research teams, supervising other staff members and/or mentoring junior colleagues.
7. A demonstrated understanding of equal opportunity principles and policies and a commitment to their application in a university context.

The ANU conducts background checks on potential employees, and employment in this position is conditional on satisfactory results in accordance with the [Background Checking Procedure](#) which sets out the types of checks required by each type of position.

References:

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



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Pre-Employment Work Environment Report

Position Details

College/Div/Centre	ANU College of Asia and the Pacific	Dept/School/Section	Crawford School of Public Policy
Position Title	Research Fellow / Fellow	Classification	Academic Level B or C
Position No.	549951	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 appended to the back of the Position Description.
- 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	TASK	regular	occasional
key boarding	X	<input type="checkbox"/>	laboratory work	<input type="checkbox"/>	<input type="checkbox"/>
lifting, manual handling	<input type="checkbox"/>	<input type="checkbox"/>	work at heights	<input type="checkbox"/>	<input type="checkbox"/>
repetitive manual tasks	<input type="checkbox"/>	<input type="checkbox"/>	work in confined spaces	<input type="checkbox"/>	<input type="checkbox"/>
Organizing events	<input type="checkbox"/>	<input type="checkbox"/>	noise / vibration	<input type="checkbox"/>	<input type="checkbox"/>
fieldwork & travel	<input type="checkbox"/>	X	electricity	<input type="checkbox"/>	<input type="checkbox"/>
driving a vehicle	<input type="checkbox"/>	<input type="checkbox"/>			
NON-IONIZING RADIATION			IONIZING RADIATION		
solar	<input type="checkbox"/>	<input type="checkbox"/>	gamma, x-rays	<input type="checkbox"/>	<input type="checkbox"/>
ultraviolet	<input type="checkbox"/>	<input type="checkbox"/>	beta particles	<input type="checkbox"/>	<input type="checkbox"/>
infra red	<input type="checkbox"/>	<input type="checkbox"/>	nuclear particles	<input type="checkbox"/>	<input type="checkbox"/>
laser	<input type="checkbox"/>	<input type="checkbox"/>			
radio frequency	<input type="checkbox"/>	<input type="checkbox"/>			
CHEMICALS			BIOLOGICAL MATERIALS		
hazardous substances	<input type="checkbox"/>	<input type="checkbox"/>	microbiological materials	<input type="checkbox"/>	<input type="checkbox"/>
allergens	<input type="checkbox"/>	<input type="checkbox"/>	potential biological allergens	<input type="checkbox"/>	<input type="checkbox"/>
cytotoxics	<input type="checkbox"/>	<input type="checkbox"/>	laboratory animals or insects	<input type="checkbox"/>	<input type="checkbox"/>
mutagens/teratogens/	<input type="checkbox"/>	<input type="checkbox"/>	clinical specimens, including blood	<input type="checkbox"/>	<input type="checkbox"/>
carcinogens			genetically-manipulated specimens	<input type="checkbox"/>	<input type="checkbox"/>
pesticides / herbicides	<input type="checkbox"/>	<input type="checkbox"/>	immunisations	<input type="checkbox"/>	<input type="checkbox"/>
OTHER POTENTIAL HAZARDS (please specify):					