



**Australian  
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## Position Description

<b>College/Division:</b>	ANU College of Asia and the Pacific
<b>Faculty/School/Centre:</b>	Coral Bell School of Asia Pacific Affairs
<b>Department/Unit:</b>	TBA
<b>Position Title:</b>	<b>Research Associate / Postdoctoral Fellow (Level A)</b> <b>Research Fellow (Level B)</b>
<b>Classification:</b>	<b>Academic Level A or B</b>
<b>Position No:</b>	TBA
<b>Responsible to:</b>	Head of Department

### 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 Coral Bell School of Asia Pacific Affairs is one of four Schools within CAP.

The Coral Bell School of Asia Pacific Affairs (Bell School) is a world-leading centre for research, education and policy analysis on international and Asia Pacific politics, security, diplomacy and strategic affairs. The School is made up of four vibrant units: the Department of International Relations; the Department of Pacific Affairs; the Department of Political and Social Change; and the Strategic and Defence Studies Centre. The Research Associate / Postdoctoral Fellow / Research Fellow will be located in one of these Bell School units, dependent upon the most appropriate academic affiliation.

The Research Associate / Postdoctoral Fellow / Research Fellow will make contributions in research and service activities in the fields of political science, international relations, strategic studies or a related discipline with a particular focus on the Asia-Pacific or one of the countries therein. They may also be expected to make contributions to teaching in the School, and will also carry out activities to develop their scholarly, research and/or professional expertise relevant to their discipline area.

### KEY ACCOUNTABILITY AREAS:

#### Position Dimension & Relationships:

The Research Associate / Postdoctoral Fellow / Research Fellow reports to the Head of Department and works with Department, School, College, and University colleagues to deliver key strategic outcomes in research and engagement. The Research Associate / Postdoctoral Fellow / Research Fellow will be expected to contribute to excellence in published research, service and engagement, and develop their expertise in these areas, with potential to attract external research funding.

#### 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 the 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 their supervisor the Research Associate / Postdoctoral Fellow / Research Fellow may undertake the following duties:

- Undertake independent research in political science, international relations, strategic studies or a related discipline with a focus on the Asia-Pacific or one of the countries therein, and with a view to publishing original and innovative results, presenting research at academic seminars and national and/or international conferences, and collaborating with other researchers at a national and/or international level.
- Actively seek external funding including the preparation and submission of research proposals to external funding bodies.
- Assist in outreach activities including to prospective students, research institutes, industry, government, the media and the general public.
- Supervise students working on individual or group projects at the graduate-coursework level and assist with supervision of research students.
- Maintain high academic standards in research and administrative endeavours.
- Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity.
- Undertake other duties as required, consistent with the classification of the position.

### **Skill Base – Level A**

A **Level A** academic will work with the support and guidance from more senior academic staff and is expected to develop his or her expertise in teaching and research with an increasing degree of autonomy. A Level A academic will normally have completed four years of tertiary study or equivalent qualifications and experience and may be required to hold a relevant higher degree.

A Level A academic will normally contribute to teaching at the institution, at a level appropriate to the skills and experience of the staff member, engage in scholarly, research and/or professional activities appropriate to their profession or discipline, and undertake administration primarily relating to their activities at the institution. The contribution to teaching of Level A academics will be primarily at undergraduate and graduate diploma level.

### **Skill Base – Level B**

A Level B Lecturer / Research Fellow will undertake independent teaching and research in their discipline. 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 teaching and supervision at the undergraduate, honours and postgraduate level (including HDR) and where appropriate undertake additional training to develop these skills.

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

## SELECTION CRITERIA:

### ***Level A (Research Associate / Postdoctoral Fellow)***

1. A PhD (recently awarded or progress towards) in political science, international relations, strategic studies or a related discipline.
2. Ability to conduct research and contribute to obtaining research funding.
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 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. A demonstrated understanding of equal opportunity principles and policies and a commitment to their application in a university context.

### ***Level B (Research Fellow)***

1. A PhD in political science, international relations, strategic studies or a related discipline with a record of independent research as evidenced by publications in peer reviewed journals and an ability to attract [or success in attracting] 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 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. 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 \(MSAL\)](#)



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# Pre-Employment Work Environment Report

## Position Details

<b>College/Div/Centre</b>	College of Asia & the Pacific	<b>Dept/School/Section</b>	Coral Bell School of Asia Pacific Affairs
<b>Position Title</b>	Research Associate / Postdoctoral Fellow / Research Fellow	<b>Classification</b>	Academic Level A / B

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](http://info.anu.edu.au/Policies/DHR/Procedures/Employment_Medical_Procedures.asp)

## Potential Hazards

<ul style="list-style-type: none"> <li>Please indicate whether the duties associated with appointment will result in exposure to any of the following potential hazards, either as a <b>regular</b> or <b>occasional</b> part of the duties.</li> </ul>					
TASK	regular	occasional	TASK	regular	occasional
key boarding	<input checked="" type="checkbox"/>	<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"/>	<input checked="" type="checkbox"/>	electricity	<input type="checkbox"/>	<input type="checkbox"/>
driving a vehicle	<input type="checkbox"/>	<input type="checkbox"/>			
<b>NON-IONIZING RADIATION</b>			<b>IONIZING RADIATION</b>		
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"/>			
<b>CHEMICALS</b>			<b>BIOLOGICAL MATERIALS</b>		
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/ carcinogens	<input type="checkbox"/>	<input type="checkbox"/>	clinical specimens, including blood	<input type="checkbox"/>	<input type="checkbox"/>
pesticides / herbicides	<input type="checkbox"/>	<input type="checkbox"/>	genetically-manipulated specimens	<input type="checkbox"/>	<input type="checkbox"/>
			immunisations	<input type="checkbox"/>	<input type="checkbox"/>
<b>OTHER POTENTIAL HAZARDS (please specify):</b>					