



Position Description

College/Division:	ANU College of Arts & Social Sciences
Faculty/School/Centre:	Research School of Social Sciences
Department/Unit:	School of Demography
Position Title:	Research Fellow (Fixed term, 2.5 year appointment, 1.0 FTE)
Classification:	Academic Level A / Level B
Position No:	
Responsible to:	Professor James Raymer and Associate Professor Edith Gray

PURPOSE STATEMENT:

The School of Demography has been commissioned to provide demographic research and data modelling services to the Australian Capital Territory (ACT) Education Directorate to support enhancement of its student demand projection capability. The Education Directorate's projections are used to support school infrastructure planning for kindergarten to Year 12 enrolments for all government schools in ACT. Enrolment projections are also informative for broader business planning, including workforce and planning for centrally supplied services.

The Research Fellow will be required to work collaboratively with the academics in the School of Demography and ACT Education Directorate staff directly responsible for school planning. This includes reviewing existing methods, developing an integrated model framework for school enrolment analysis and projection, and providing education and training to ACT Education Directorate staff in the application of the model and its revisions. In addition, the Research Fellow will conduct targeted analyses and produce analytical reports on a variety of school enrolment planning issues. It is expected that the methodological developments and key findings resulting from this project will be published in peer-reviewed journals and presented at academic conferences, subject to approval.

A Level A Academic (Research Intensive) is expected to contribute towards the research effort of the institution and to develop his/her research expertise through the pursuit of defined projects relevant to the particular field of research.

A Level B Academic (Research Intensive) is expected to carry out independent and/or team research within the field in which he/she is appointed and to carry out activities to develop his/her research expertise relevant to the particular field of research.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

The School of Demography is seeking a strong quantitative social researcher to conduct research on a project funded by the ACT Education Directorate to develop integrated and improved methods for analysing and projecting school enrolments in the ACT. The appointee will have specialist skills in data analysis, preparing reports, computer programming and statistical modelling, and will work closely with the ACT Education Directorate, Professor Raymer and Associate Professor Gray to meet the research objectives and deliverables of the project. The successful candidate will have a demonstrated potential for excellence in research.

This position is based at the Australian National University in Canberra. The School of Demography is situated within the Research School of Social Sciences and has the largest concentration of demographers in Australia actively engaged in a broad range of demographic research areas, including fertility, family, ageing, mortality and migration, as well as the interdisciplinary research areas of social networks, gender, modelling, forecasting and the environment.

The appointee will be expected to spend approximately two working days per week with the planning team at the ACT Education Directorate, which is located at 220 Northbourne Avenue (less than four kilometres from the University).

Role Statement:

Specific duties required of a **Level A (Research Intensive) Academic** may include:

- the conduct of research under limited supervision either as a member of team, or where appropriate, independently, and the productions or contribution to the production of conference and seminar papers and publications from that research; and collaborate with other research staff at a national level;
- involvement in professional activities including, subject to availability of funds, attendance at conferences and seminars in the field of expertise;
- some administrative functions primarily connected with the area of research of the academic;
- development of some research-related material for teaching or other purposes with appropriate guidance from other staff;
- occasional contributions to educating and training ACT Education Directorate staff in relation to his/her research project(s);
- experimental design, and operation of advanced laboratory and technical equipment or conduct of advanced research procedures;
- attendance at meetings associated with research or the work of the ACT Education Directorate to which the research is connected and/or School of Demography meetings;
- provision of advice within the field of the staff member's research to postgraduate students;
- compliance with all ANU policies and procedures and in particular those relating to work, health and safety and equal opportunity; and,
- other duties as allocated by the supervisor or the Vice-Chancellor consistent with the classification of the position.

A **Level A Academic** shall work with support, guidance and/or direction from staff classified at Level B and above and with an increasing degree of autonomy as the research academic gains in skill and experience.

Specific duties required of a **Level B (Research Intensive) Academic** may include:

- the conduct of research either as a member of a team or independently, and the production of project reports and publications from that research; and collaborate with other research staff at a national/international level;
- management of various administrative and cross-sequential datasets required for the project;
- development of advanced and dynamic modelling frameworks to analyse and project school enrolments across the ACT;
- involvement in professional activities including, subject to availability of funds, attendance at conferences and seminars in the field of expertise;
- attendance at meetings associated with research or the work of the ACT Education Directorate to which the research is connected and/or School of Demography meetings;
- educating and training ACT Education Directorate staff in the use of the integrated model and its revisions;
- compliance with all ANU policies and procedures and in particular those relating to work, health and safety and equal opportunity; and,
- other duties as allocated by the supervisor or the Vice-Chancellor consistent with the classification of the position.

Skill Base

A **Level A Academic** will normally have completed four years of tertiary study in the relevant discipline and/or have equivalent qualifications and/or research experience.

In many cases a position at this level will require an honours degree or higher qualifications or equivalent research experience

Research experience may have contributed to or resulted in publications, conference papers, reports or professional or technical contributions that give evidence of research potential.

A **Level B Academic** will normally have completed a relevant doctoral qualification or have equivalent qualifications or research experience.

In addition he/she may be expected to have had post-doctoral research experience that has resulted in publications, conference papers, reports or professional or technical contributions that give evidence of research ability.

SELECTION CRITERIA:**ANU Academic Level A**

1. A degree in Demography or related discipline with a strong quantitative social science or demographic component (e.g., demography, social statistics, economics), with a track record of independent research as evidenced by publications in peer-reviewed journals.

2. Demonstrated capacity to think innovatively in solving complex problems.
3. Ability to use quantitative research methodologies in demography (or other applied social sciences) to support evidence-based policy.
4. Demonstrated ability to conduct research and proven experience in working with large data sets and computational analyses.
5. Proficient in the use of Microsoft Excel and R, Stata, S-Plus or other equivalent statistical software, as well as word processing, internet and bibliographic searching.
6. Ability to work collaboratively in a team as well as independently, with excellent written and oral communication skills in English.
7. Ability to support and manage elements of long-term projects that involve data collection, programming, and analysis.
8. A demonstrated understanding of equal opportunity principles and a commitment to the application of equal opportunity policies in a University context.

ANU Academic Level B

1. PhD degree with a strong quantitative social science or demographic component (e.g., demography, social statistics, economics), with a track record of independent research as evidenced by publications in peer-reviewed journals and the development of collaborations with other researchers at a national/international level.
2. Demonstrated capacity to think innovatively in solving complex problems.
3. Ability to use quantitative research methodologies in demography (or other applied social sciences) to support evidence-based policy.
4. Demonstrated ability to conduct research and proven experience in working with large data sets and computational analyses.
5. Proficient in the use of Microsoft Excel and R, Stata, S-Plus or other equivalent statistical software, as well as word processing, internet and bibliographic searching.
6. Ability to contribute to team management, work collaboratively within a team as well as independently, with excellent written and oral communication skills in English.
7. Ability to manage long-term projects that involve data collection, programming, and analysis.
8. A demonstrated understanding of equal opportunity principles and a commitment to the application of equal opportunity policies in a University context.

Supervisor Signature:		Date:	
Printed Name:	Prof James Raymer	Uni ID:	U5243136

References:

[Academic Minimum Standards](#)