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| ANU_LOGO_mono black_FA.jpg | Position Description |

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| **College/Division:** | College of Business and Economics |
| **Faculty/School/Centre:** | Research School of Economics |
| **Department/Unit:** |  |
| **Position Title:** | Postdoctoral Fellow/Research Fellow |
| **Classification:** | Level A/B |
| **Position No:** |  |
| **Responsible to:** | Professor Fedor Iskhakov |

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| **PURPOSE STATEMENT:**  The Research School of Economics (RSE) has an excellent representation in all economic fields and is seeking to maintain and nurture its reputation for excellence in research and research informed teaching.  **KEY ACCOUNTABILITY AREAS:**  **Position Dimension & Relationships:**  You will be expected to work collegially with other members of the Research School of Economics and within the ANU community of economists. As a College that takes teaching and research seriously we expect you to have research interests relevant to the department. You will be expected to contribute generally to the intellectual life of the College.  **Role Statement:**  Postdoctoral Fellow Level A  Under the broad direction of Professor Iskhakov, duties of the Postdoctoral Fellow/Research Fellow may include:   * conduct research under limited supervision either as a member of team, or where appropriate, independently, and the production or contribution to the production of conference and seminar papers and publications from that research; * involvement in professional activities including, subject to availability of funds, attendance at conferences and seminars in the field of expertise; * administrative functions primarily connected with the staff member’s area of research; * teaching - negotiable * attendance at meetings associated with research or the work of the organisational unit to which the research is connected and/or at School or college meetings and/or membership of a limited number of committees; * providing advice within the field of the staff member's research to postgraduate students; and * other duties as allocated by the supervisor, consistent with the classification of the position.   Postdoctoral Fellow Level B In their role as Research Fellow the appointees duties will include:   * conduct research either as a member of a team or independently, and the production of conference and seminar papers and publications from that research; * supervision of research-support staff involved in the staff member's research; * guidance in the research effort of junior members of research academic staff in his/her research area; * involvement in professional activities including, subject to availability of funds, attendance at conferences and seminars; * administrative functions primarily connected with the staff member’s area of research; * teaching - negotiable; * co-supervision, or where appropriate supervision, of major honours or postgraduate research projects within the field of the staff member's area of research; * attendance at meetings, school meetings and/or membership of a limited number of committees; * other duties as allocated by the supervisor or the Vice-Chancellor consistent with the classification of the position. |
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| **SELECTION CRITERIA:**  Postdoctoral Fellow – Level A   1. Completion, or near completion, of a PhD in economics is essential, with demonstrated expertise in computational methods, ability and interest for empirical work, and solid mathematical background. 2. Ability to conduct research, with the potential to publish in leading journals in economics. 3. Demonstrated ability to work effectively and independently. 4. The ability to work to deadlines, and to work as part of a team to foster respectful and productive working relationships with staff, students and colleagues at all levels 5. A demonstrated understanding of equal opportunity principles and policies and a commitment to their application in a university context   Postdoctoral Fellow – Level B   1. Completion of a PhD in economics is essential, with demonstrated expertise in behavioural economics and experience with field experiments. 2. A record of independent research as evidenced by publications in peer reviewed journals. 3. Demonstrated ability to work effectively and independently. 4. The ability to work to deadlines, and to work as part of a team to foster respectful and productive working relationships with staff, students and colleagues at all levels 5. A demonstrated understanding of equal opportunity principles and policies and a commitment to their application in a university context |

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|  | Pre-Employment Work Environment Report |

# Position Details

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| **College/Div/Centre** | College of Business and Economics | **Dept/School/Section** | Research School of Economics |
| **Position Title** | Postdoctoral Fellow/ Research Fellow | **Classification** | A/B |
| **Position No.** |  | **Reference No.** |  |

In accordance with the Occupational Health and Safety Act 1991 the University has a duty of care to provide a safe workplace for all staff.

1. 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.
2. This form is used to advise potential applicants of work environment issues prior to application.
3. Once an applicant has been selected for the position consideration should be given to their inclusion on the University’s Health Surveillance Program where appropriate – see . http://info.anu.edu.au/hr/OHS/\_\_Health\_Surveillance\_Program/index.asp Enrolment on relevant OHS training courses should also be arranged – see http://info.anu.edu.au/hr/Training\_and\_Development/OHS\_Training/index.asp
4. ‘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

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| 1. 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 |  |  |  |  | laboratory work |  |  |  |
| lifting, manual handling |  |  |  |  | work at heights |  |  |  |
| repetitive manual tasks |  |  |  |  | work in confined spaces |  |  |  |
| catering / food preparation |  |  |  |  | noise / vibration |  |  |  |
| fieldwork & travel |  |  |  |  | electricity |  |  |  |
| driving a vehicle |  |  |  |  |  |  |  |  |
| **NON-IONIZING RADIATION** |  |  |  |  | **IONIZING RADIATION** |  |  |  |
| solar |  |  |  |  | gamma, x-rays |  |  |  |
| ultraviolet |  |  |  |  | beta particles |  |  |  |
| infra red |  |  |  |  | nuclear particles |  |  |  |
| laser |  |  |  |  |  |  |  |  |
| radio frequency |  |  |  |  |  |  |  |  |
| **CHEMICALS** |  |  |  |  | **BIOLOGICAL MATERIALS** |  |  |  |
| hazardous substances |  |  |  |  | microbiological materials |  |  |  |
| allergens |  |  |  |  | potential biological allergens |  |  |  |
| cytotoxics |  |  |  |  | laboratory animals or insects |  |  |  |
| mutagens/teratogens/  carcinogens |  |  |  |  | clinical specimens, including blood |  |  |  |
| pesticides / herbicides |  |  |  |  | genetically-manipulated specimens |  |  |  |
|  |  |  |  |  | immunisations |  |  |  |
| **OTHER POTENTIAL HAZARDS (please specify):** | | | | | | | | |