

RESEARCH ASSISTANT

DEPARTMENT/UNIT	School of Education Culture and Society
FACULTY/DIVISION	Faculty of Education
CLASSIFICATION	Level A
DESIGNATED CAMPUS OR LOCATION	Clayton campus

ORGANISATIONAL CONTEXT

At [Monash](#), work feels different. There's a sense of belonging, from contributing to something groundbreaking – a place where great things happen. You know you're part of something special and purposeful because, like Monash, your ambitions drive you to make change.

We have a clear purpose to deliver groundbreaking intensive research; a world-class education; a global ecosystem of enterprise – and we activate these to address some of the [challenges](#) of the age, Climate Change, Thriving Communities and Geopolitical Security.

We welcome and value difference and [diversity](#). When you come to work, you can be yourself, be a change-maker and develop your career in exciting ways with curious, energetic, inspiring and committed people and teams driven to make an impact – just like you.

Together with our [commitment to academic freedom](#), you will have access to quality research facilities, infrastructure, world class teaching spaces, and international collaboration opportunities.

We champion an [inclusive workplace culture](#) for our staff regardless of ethnicity or cultural background. We have also worked to improve [gender equality](#) for more than 30 years. Join the pursuit of our purpose to build a better future for ourselves and our communities – [#Changelt](#) with us.

The **Faculty of Education** is nationally and internationally recognised for excellence in teaching and research. Operating across three campuses, we offer a diverse and innovative curriculum that responds to international and local community needs, producing graduates who lead professional practice, public debate, policy and community action around the world. Among our programs are undergraduate and Masters teacher education degrees in early childhood, primary, secondary education, a wide range of postgraduate coursework and research degrees in education, counselling, psychology and educational and organisational leadership. We have a vibrant research culture, and we are known for our openness to multidisciplinary critical research and our

commitment to finding solutions to the key educational problems of our time. For more information about the Faculty, please visit our website: www.monash.edu/education.

Monash and the Faculty of Education values staff diversity and champions inclusive practices. We are committed to equitable decision making and apply the principles of [achievement relative to opportunity](#) in our selection processes.

POSITION PURPOSE

A Level A research-only academic is expected to contribute towards the research effort of the University and to develop research expertise through the pursuit of defined projects relevant to the particular field of research.

This Level A appointment is expected to carry out project management and team research for an ARC Discovery Project: Impact of teacher shortages on teachers remaining in hard to staff schools.

Reporting Line: The position reports to the Professor of Teacher Education for Social Transformation, School of Education Culture and Society

Supervisory Responsibilities: Not applicable

Financial Delegation: Yes, in accordance with the University delegations schedule

Budgetary Responsibilities: Not applicable

KEY RESPONSIBILITIES

Specific duties required of a Level A research-only academic may include:

1. The conduct of research under limited supervision either as a member of a team or, where appropriate, independently and the production or contribution to the production of conference and seminar papers and publications from that research
2. Involvement in professional activities including, subject to availability of funds, attendance at conferences and seminars in the field of expertise
3. Limited administrative functions primarily connected with the area of research of the academic
4. Development of a limited amount of research-related material for teaching or other purposes with appropriate guidance from other staff
5. Attendance at meetings associated with research or the work of the organisational unit to which the research is connected and/or at departmental, school and/or faculty meetings and/or membership of a limited number of committees
6. Other duties as directed from time to time

KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:
 - A masters degree in the relevant discipline or have equivalent qualifications or research experience; and/or progress towards a doctorate in the relevant discipline;
 - a doctoral qualification in the relevant discipline or a closely related field.

Knowledge and Skills

2. Demonstrated analytical and manuscript preparation skills, including a track record of refereed research publications
3. Well-developed planning and organisational skills, with the ability to prioritise multiple tasks and set and meet deadlines
4. Excellent written communication and verbal communication skills with proven ability to produce clear, succinct reports and documents
5. A demonstrated awareness of the principles of confidentiality, privacy and information handling
6. A demonstrated capacity to work in a collegiate manner with other staff in the workplace
7. Demonstrated computer literacy and proficiency in the production of high-level work using software such as Microsoft Office applications and specified university software programs, with the capability and willingness to learn new packages as appropriate

OTHER JOB RELATED INFORMATION

- Travel to research sites and other campuses of the University may be required
- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which taking of leave may be restricted
- A current satisfactory Working With Children Check is required

GOVERNANCE

Monash University expects staff to appropriately balance risk and reward in a manner that is sustainable to its long-term future, contribute to a culture of honesty and integrity, and provide an environment that is safe, secure and inclusive. Ensure you are aware of and adhere to University policies relevant to the duties undertaken and the values of the University. This is a standard which the University sees as the benchmark for all of its activities in Australia and internationally.