



POSITION DESCRIPTION

Chancellery
Australia India Institute

Education Researcher

POSITION NO	0057599
CLASSIFICATION	Level A
SALARY	\$77,171 – \$104,717 (pro rata for part-time)
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Part-time 0.8 FTE
BASIS OF EMPLOYMENT	Fixed-term available until 08 December 2023
OTHER BENEFITS	https://about.unimelb.edu.au/careers/staff-benefits
HOW TO APPLY	Online applications are preferred. Go to http://about.unimelb.edu.au/careers , select the relevant option ('Current Opportunities' or 'Jobs available to current staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Dr Brigid Freeman Email brigid.freeman@unimelb.edu.au <i>Please do not send your application to this contact</i>

For information about working for the University of Melbourne, visit our website:
about.unimelb.edu.au/careers

Acknowledgement of Country

The University of Melbourne would like to acknowledge and pay respect to the Traditional Owners of the lands upon which our campuses are situated, the Wurundjeri and Boon Wurrung peoples, the Yorta Yorta Nation, the Dja Dja Wurrung people. We acknowledge that the land on which we meet and learn was the place of age-old ceremonies, of celebration, initiation and renewal, and that the local Aboriginal peoples have had and continue to have a unique role in the life of these lands.

Position Summary

Based at the Australia India Institute, the Education Researcher will undertake education policy-relevant research projects and research support activities relating to education engagement between Australia and India. The research relates to a suite of projects that the Institute will deliver for the Australian Government Department of Education (DE) under a contract to support Australia-India bilateral education engagement.

The Education Researcher may also undertake other activities to support the Australia India Institute's work to promote engagement between Australia and India.

The Education Researcher reports to the Senior Researcher (Education) at the Australia India Institute.

1. Key Responsibilities

- ▶ Support the Senior Researcher (Education) to plan, develop and conduct research relating to India's higher education and skills sector, within agreed deadlines and in accordance with project plans agreed with the Australian Government Department of Education
- ▶ Undertake literature reviews relevant to research projects and provide summaries of relevant information
- ▶ Support analysis of quantitative data, including world university rankings data and student statistics
- ▶ Support thematic analysis of qualitative data from interviews and focus groups
- ▶ Support preparation of research reports, journal articles, guides, and presentations
- ▶ Arrange and coordinate meetings and interviews with Indian and Australian stakeholders (online or face-to-face)
- ▶ Work with the AI's events and communications team to arrange and coordinate online webinars relating to the Institute's education projects including Skills Masterclasses, Education Researchers Forums
- ▶ Administer the visitors program for the Skills Partnership Exchanges
- ▶ Work with the AI's communications team to promote, launch and disseminate research across all channels including social media
- ▶ Other duties as required by the Senior Researcher (Education), Head of Government Projects and CEO.
- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 5.

2. Job Complexity, Skills, Knowledge

2.1 LEVEL OF SUPERVISION / INDEPENDENCE

The Education Researcher will work under the guidance of the Senior Researcher (Education) in the delivery of their responsibilities but are expected to demonstrate autonomy and initiative in planning and managing the research and initiating and prioritising tasks to meet project deadlines.

2.2 PROBLEM SOLVING AND JUDGEMENT

The role will involve problem solving and judgement in identifying an effective approach to addressing the research project questions, anticipating and managing issues, analysis of data, models and frameworks.

2.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The Education Researcher will make a contribution through professional practice and expertise. They will undertake administrative tasks relating to their research project activities at the Institute.

2.4 RESOURCE MANAGEMENT

N/A

2.5 BREADTH OF THE POSITION

The role requires the Education Researcher to use a range of methodologies, to engage with multiple and diverse stakeholders, to overcome gaps in the data. They will be expected to contribute to the communication of these methodologies, results, and thought processes to non-academic users of research, including policymakers and business.

- ▶ Key responsibilities

3. Selection Criteria

3.1 ESSENTIAL

- ▶ A PhD in education, or undertaking a PhD in education, or a completed research Masters in education plus equivalent work experience;
- ▶ A developing research profile;
- ▶ Familiarity with education policy, and research trends relating to education;
- ▶ Demonstrated capacity for collaborative research;
- ▶ Excellent written and verbal communication skills;
- ▶ Interpersonal skills that facilitate collaborative research;
- ▶ Capacity to work effectively with both academic and administrative staff;
- ▶ Willingness and ability to engage with non-academic users of research, including policymakers, businesspeople, and the media.

3.2 DESIRABLE

- ▶ Knowledge of higher education and/or vocational education and training systems, policy, processes and applications
- ▶ An interest in India or knowledge of India's higher education, and skills system

3.3 OTHER JOB RELATED INFORMATION

- ▶ Capacity to accommodate a flexible work schedule for engaging with stakeholders in India
- ▶ Capacity to work-from-home when required
- ▶ This position requires the incumbent to hold a valid Working with Children Check

4. *Equal Opportunity, Diversity and Inclusion*

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion, and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the Advancing Melbourne strategy that addresses diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence and reach the targets of Advancing Melbourne.

5. *Occupational Health and Safety (OHS)*

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:

<https://safety.unimelb.edu.au/people/community/responsibilities-of-personnel>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

6. Other Information

6.1 ORGANISATION UNIT - THE AUSTRALIA INDIA INSTITUTE

www.aii.unimelb.edu.au

The Australia India Institute (All) was founded at the University of Melbourne in 2008 to provide leadership in Australia-India relations.

As Australia's leading centre dedicated to Australia-India relations, the Institute aim to increase the policy and public importance of India as a crucial partner in Australia's future, and of Australia as a crucial partner in India's future. The All's activities across the academic, political, business and community sectors have helped to shape engagement with India among Australian decision makers, change perceptions about Australia in India, promote trade and investment and activate bilateral networks.

Over the past 15 years, the Australia India Institute has built a solid reputation for quality research, advocacy and stakeholder reach and as a convener of bilateral dialogues and a thought leader providing expert advice and policy commentary on India.

6.2 BUDGET DIVISION

The Chancellery is led by the Vice-Chancellor and has a University-wide focus on:

- ▶ delivering strategic leadership
- ▶ allocating capital according to strategic priorities
- ▶ developing and overseeing a business framework that includes appropriate financial and other organisational planning and controls
- ▶ ensuring identity or brand is consistent with strategic intent and purpose, and
- ▶ overseeing policies and initiatives that develop the academic and professional expertise of University staff members.

6.3 THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Further information about working at The University of Melbourne is available at <http://about.unimelb.edu.au/careers>

6.4 ADVANCING MELBOURNE

The University's strategic direction is grounded in its purpose. While its expression may change, our purpose is enduring: to benefit society through the transformative impact of education and research. Together, the vision and purpose inform the focus and scale of our aspirations for the coming decade.

Advancing Melbourne reflects the University's commitment to its people, its place, and its partners. Our aspiration for 2030 is to be known as a world-leading and globally connected Australian university, with our students at the heart of everything we do.

- ▶ We will offer students a distinctive and outstanding education and experience, preparing them for success as leaders, change agents and global citizens.
- ▶ We will be recognised locally and globally for our leadership on matters of national and global importance, through outstanding research and scholarship and a commitment to collaboration.
- ▶ We will be empowered by our sense of place and connections with communities. We will take opportunities to advance both the University and the City of Melbourne in close collaboration and synergy.
- ▶ We will deliver this through building a brilliant, diverse and vibrant University community, with strong connections to those we serve.

The means for achieving these goals include the development of the University of Melbourne's academic and professional staff and the capabilities needed to support a modern, world-class university. Those means require a commitment to ongoing financial sustainability and an ambitious infrastructure program which will reshape the campus and our contribution to the communities we engage with. This strategy, and the priorities proposed, is centred around five intersecting themes; place, community, education, discovery and global.

6.5 GOVERNANCE

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at <https://about.unimelb.edu.au/strategy/governance>