

## Position Description

# Postdoctoral Fellow

*Position Number: TBC*  
*Position Title: Post-doctoral fellow*  
*Date Written: May 2018*

*Faculty / Division: UNSW Canberra*  
*School / Unit: School of Business*  
*Position Level: Level A*

## ORGANISATIONAL ENVIRONMENT

UNSW is currently implementing a ten year strategy to 2025 and our ambition for the next decade is nothing less than to establish UNSW as Australia's global university. We aspire to this in the belief that a great university, which is a global leader in discovery, innovation, impact, education and thought leadership, can make an enormous difference to the lives of people in Australia and around the world.

Following extensive consultation in 2015, we identified three strategic priority areas. Firstly, a drive for academic excellence in research and education. Universities are often classified as 'research intensive' or 'teaching intensive'. UNSW is proud to be an exemplar of both. We are amongst a limited group of universities worldwide capable of delivering research excellence alongside the highest quality education on a large scale. Secondly, a passion for social engagement, which improves lives through advancing equality, diversity, open debate and economic progress. Thirdly, a commitment to achieving global impact through sharing our capability in research and education in the highest quality partnerships with institutions in both developed and emerging societies. We regard the interplay of academic excellence, social engagement and global impact as the hallmarks of a great forward-looking 21st century university.

To achieve this ambition we are attracting the very best academic and professional staff to play leadership roles in our organisation.

## UNSW BEHAVIOURS

UNSW recognises the role of employees in driving a high performance culture. The behavioural expectations for UNSW are below.

Please refer to the UNSW Behavioural Indicators for the expectations of your career level A.

### Demonstrates Excellence

Delivers high performance and demonstrates service excellence

### Drives Innovation

Thinks creatively and develops new ways of working. Initiates and embraces change

### Builds Collaboration

Works effectively within and across teams. Builds relationships with internal/external stakeholders to deliver outcomes

### Embraces Diversity

Values individual differences and contributions of all people and promotes inclusion

### Displays Respect

Treats others with dignity and empathy. Communicates with integrity and openness

## OVERVIEW OF RELEVANT AREA AND POSITION SUMMARY

The School of Business is one of four schools at the University of New South Wales Canberra. It offers a dynamic and collaborative work environment focusing on delivering high quality teaching in both undergraduate and post graduate programs in the core discipline areas of accounting, business law, finance, international business, logistics, management and marketing. The School offers high quality research programs at the masters and PhD level.

This Position supports the Public Service Research Group (PSRG). The PSRG design, co-ordinate, conduct and report high impact, inter-disciplinary research on high performing public services. Topics include: Complex Public Service Systems; Research Methodologies; Implementation of Public Policy; Public Service Reform; Diversity, Equity and Inclusion in Public Services; Wellbeing and Mental Health; and, Capability Development within Public Service Organisations.

The Postdoctoral Fellow Position will work with PSRG researchers to develop new, inter-disciplinary research streams and be involved in all aspects of research undertaken, including methodological design, data collection and analysis, writing reports for stakeholders, and publishing results.

The Position reports to the Director of the Public Service Research group (PSRG), and has no direct reports.

## RESPONSIBILITIES

Specific responsibilities for this role include:

1. Conduct research as directed by the research team leader.
2. Design, collect, manage and analyse data.
3. Contribute to and prepare reports for industry partners.
4. Develop and maintain strong relationships with key stakeholders both internal and external to the organisation.
5. Prepare reports summarising research findings and communicate research findings to key stakeholders.
6. Publish research findings in academic journals and manage the publication process.
7. Undertake a range of administrative tasks as directed.
8. Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others.

## SELECTION CRITERIA

1. A PhD in a relevant public sector management field.
2. Ability to undertake research into one or more of the following five areas: Complex Public Service Systems; Research Methodologies; Diversity, Equity and Inclusion in the Public Service; Wellbeing and Mental Health, Capability Development within Public Service Organisations.
3. Demonstrated experience conducting qualitative and/or quantitative research.
4. Demonstrated ability to co-ordinate and write academic papers and evidence of successful research publications.
5. A demonstrated ability to work collegially in multi-disciplinary teams and potential to contribute to aspects of School and Faculty administration as required.
6. Excellent interpersonal and oral communication skills appropriate for interacting effectively with stakeholders, other team members and colleagues across the Faculty.
7. Experience using Nvivo, SPSS and Microsoft Excel.
8. Knowledge of health and safety responsibilities and the ability and capacity to implement required UNSW health and safety policies and procedures.

*It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.*