

## Research Fellow

Faculty of Arts and Education

|                      |   |
|----------------------|---|
| Classification       | Level B   |
| Delegation Band      | <a href="#">Delegations and Authorisations Policy (see Section 3)</a> |
| Hours per Week       | Up to 37.5  |
| Nature of Employment | Fixed Term  |
| Workplace Agreement  | <a href="#">Charles Sturt University Enterprise Agreement</a>         |
| Date Last Reviewed   | May 2018  |

### Our University Values



### Our Core Competencies

Charles Sturt University (CSU) staff are expected to demonstrate the following competencies:

#### ***Set Direction and Deliver Results***

- Creating and innovating.
- Delivering results and meeting customer expectations.
- Entrepreneurial and commercial thinking.

#### ***Collaborate with Impact***

- Relating and networking.
- Working with people.
- Persuading and influencing.

#### ***Lead Self and Others***

- Adhering to principles and values.
- Deciding and initiating action.
- Adapting and responding to change.

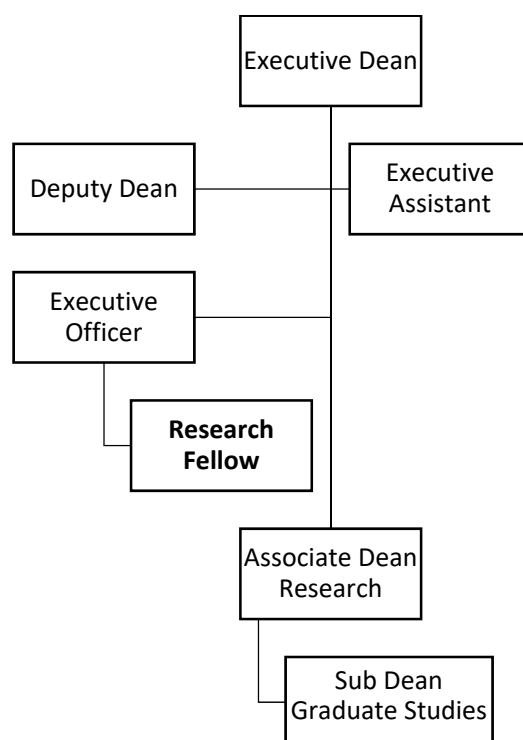
## Faculty of Arts and Education

The Faculty of Arts and Education is one of three Faculties within the University. Eight Schools and Centres offer a diversity of courses in education, communication, creative industries, social work and human services, library and information studies, theology, humanities, Indigenous Australian studies and Islamic studies.

With approximately 9,000 online students and 3,000 on campus students, the Faculty is an innovator in online and blended learning modes. Over 200 academic staff deliver distinctive courses, and are supported by a skilled team of professional staff. On campus courses are delivered at the University's Wagga Wagga, Albury-Wodonga, Bathurst, Dubbo, and Port Macquarie campuses, and at other locations including Sydney and Canberra.

Academic staff within the Faculty undertake high quality, impactful research that engages with governments and professional organisations, nationally, internationally and in regional communities, ensuring excellent supervision for Higher Degree Research students.

### Organisational Chart



### Reporting Relationships

This position reports to: Faculty Executive Officer  
This position supervises: N/A

### Key Working Relationships

- Faculty Academics
- Faculty Research Liaison Officer

### Position Overview

As a Research Fellow you will join a team of researchers and administrative staff to support the delivery of multiple projects. The incumbent is expected to plan, manage, research and execute Faculty research projects and initiatives within agreed timeframes, scope, budget and quality.

## Principal Responsibilities

1. Management and administration of research projects, including liaising with academic staff, industry partners and government departments and maintain strong collaborative links with other researchers and collaborators to aid the achievement of project objectives;
2. High level interpersonal and written communication; representing the projects at relevant meetings; and provide financial oversight;
3. Help meet the strategic research targets of the Faculty, including achieving compliance in the complete and accurate recording and reporting of research outputs;
4. Plan, lead and conduct research activities, independently or as a member of a team, including but not limited to:
  - a. Literature reviews and questionnaire development
  - b. Data collection (including phone and mail surveys, in person interviews, organisation of focus groups and in-depth interviews) and data entry
  - c. Qualitative and/or quantitative data analysis and report writing
  - d. Grant writing and ethics application preparation
  - e. The writing of journal manuscripts and reports
  - f. The development of communications materials;
5. Lead the development of conceptual frameworks emerging from data collection and analysis and literature;
6. Contribute to the development of research project bids with internal and external stakeholders;
7. Other duties appropriate to the classification as required.

## **Selection Criteria**

Applicants are expected to address the selection criteria when applying for this position.

### **Essential**

1. A Doctoral qualification;
2. Demonstrated ability to lead research projects, and collaborate in genuine partnerships in complex internal and external situations and effectiveness in liaising with collaborators and stakeholders;
3. Strong written and oral communication skills with demonstrated capacity to work both collaboratively, independently and lead in a large complex academic setting with an outcome orientated focus;
4. Demonstrated ability to generate high quality research publications, grant applications, government reports and presentations;
5. Strong analytical, critical thinking and problem solving skills with the ability to utilise and embrace current and emerging technologies to achieve work objectives;
6. Demonstrated organisational skills, including the ability to design and conduct experimentation, supervise the processing of samples and handling of data carefully and effectively;
7. Highly developed communication, interpersonal and influencing skills, including demonstrated ability to establish professional relationships both internally and external to the organisation whilst meeting firm deadlines;
8. Proven ability to apply risk management principles and processes in relation to research;
9. Sound experience managing quantitative and/or qualitative data sets from collection, through entry and analysis using a tool such as SPSS, STATA or NVivo.

### **Desirable**

1. Experience in qualitative and/or quantitative analysis and survey design;
2. Experience in qualitative and/or quantitative analysis and survey design.

## **Information for Prospective Staff**

### **Your Application**

E-recruitment is the method by which CSU manages its recruitment processes and it is preferred that all applications be lodged using this method. Please refer to [www.csu.edu.au/jobs/](http://www.csu.edu.au/jobs/).

If intending applicants are unable to access this website, please contact the HR Service Centre on 02 6338 4884.

### **Staff Benefits**

CSU is committed to providing an employment environment that fosters teamwork, innovation, reflective practice, continual learning, knowledge sharing and opportunities for staff to achieve their full potential. CSU is committed to providing a flexible working environment that encourages employees to live a balanced lifestyle, combining work and family responsibilities.

To find out more: <http://www.csu.edu.au/jobs/working-with-us/benefits-and-rewards>.

### **Essential Information for Staff**

- All employees have an obligation to comply with all the University's workplace health & safety policies, procedures and instructions and not place at risk the health and safety of any other person in the workplace;
- All employees are required to be aware of and demonstrate a commitment to the principles of equal opportunity in the workplace;
- All employees are to ensure the creation and maintenance of full and accurate records of official University business adheres to the University's Records Management Policies; and
- All employees are expected to undertake an induction program on commencement.

Further information regarding the policy and procedures applicable to Workplace, Health and Safety and Equal Opportunity can be found on the CSU website <http://www.csu.edu.au/division/hr/>.

Further information regarding the policies and procedures of CSU can be found in the CSU Policy Library at: <https://www.csu.edu.au/about/policy>.

The following links are listed from [CSU Policy Library](#) on relevant specific policies:

- [Code of Conduct](#)
- [Staff Generic Responsibilities Policy](#)
- [Delegations and Authorisations Policy](#)
- [Outside Professional Activities Policy](#)
- [Intellectual Property Policy](#)