

## POSITION DESCRIPTION

<b>Position Title</b>	Research Coordinator (Behaviour, Environment & Cognition)		
<b>Organisational Unit</b>	Faculty of Health Sciences		
<b>Functional Unit</b>	Mary MacKillop Institute for Health Research, Behaviour, Environment and Cognition Research Program		
<b>Nominated Supervisor</b>	Program Leader Behaviour, Environment and Cognition Research Program		
<b>Higher Education Worker (HEW) Level</b>	HEW 7	<b>Campus/Location</b>	Melbourne (St Patrick's)
<b>CDF Achievement Level</b>	1 All Staff	<b>Work Area Position Code</b>	<i>HR to assign #</i>
<b>Employment Type</b>	Full-time Fixed term	<b>Date reviewed</b>	May 2018

## ABOUT AUSTRALIAN CATHOLIC UNIVERSITY

**Mission Statement:** *Within the Catholic intellectual tradition and acting in Truth and Love, Australian Catholic University is committed to the pursuit of knowledge, the dignity of the human person and the common good.*

At ACU we pride ourselves on offering a welcoming environment for everyone. At the same time, we are a university committed to standing for something clear. We stand up for people in need and causes that matter. ACU's Mission is central to the University, and informs every area – integrating the dignity of the human person, the common good, and ethical and social justice considerations into our core activities of student learning and teaching, research and service.

We are a publicly-funded university which has grown rapidly over the past few years. We're young, but we are making our mark: ranking among the top universities worldwide. We have got seven campuses around Australia, more than 200 partner universities on six continents, and a campus in Rome, Italy.

We know that our people make us a university like no other. It's your values, action and passion that makes the difference. Whatever role you may play in our organisation: it's what you do that defines who we are.

We value staff, offering excellent leave and employment conditions, and foster work environments where they have the ability grow and develop. We continue to invest in our facilities and workplaces, and actively involve staff in shaping the future direction of the organisation.

In order to be agents of change in the world, we all need to see life through the eyes of others. We believe that our role as a university is to inspire and equip people to make a difference – and that means cultivating their ability to act and think empathetically.

We hope that you might champion these values, and work with us to create a place of learning that is not only the envy of the world, but the making of it.

The structure to support this complex and national University consists of:

- Provost
- Chief Operating Officer & Deputy Vice-Chancellor
- Deputy Vice-Chancellor, Research
- Deputy Vice-Chancellor, Students, Learning and Teaching
- Vice President
- Pro Vice-Chancellor Assisting the Vice-Chancellor and President

Each portfolio consists of a number of Faculties, Research Institutes or Directorates. The Vice President drives both the Identity and the [Mission](#) of the University. In addition, five Associate Vice-Chancellors and Campus Deans focus on the University's local presence and development of the University at the local 'campus' level.

## **ABOUT THE MARY MACKILLOP INSTITUTE FOR HEALTH RESEARCH**

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The Mary MacKillop Institute for Health Research (MMIHR) is focused on undertaking research that discovers and promotes effective strategies to create a healthier Australia. The work undertaken in the MMIHR aims to address critical public health issues by identifying and responding with innovative programs that deliver better health outcomes and transform lives.

ACU provides The MacKillop with world-class research infrastructure that facilitates large-scale research studies. The research environment is outstanding in terms of resources (world-class research facilities, infrastructure support, research support staff with experience collecting data for large-scale projects, and secondary databases), intellectual capital (critical mass of world-class researchers, post docs, international visiting scholars and collaborators, and external linkages), and research mentoring and PhD supervision.

## **POSITION PURPOSE**

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The Research Coordinator (Behaviour, Environment & Cognition) will support and contribute to the research output of the Behaviour, Environment & Cognition Research Group within the Mary MacKillop Institute for Health Research through coordinating and conducting research activities independently and/or within a team closely related to projects falling under the umbrella of the ACURF-funded program of research "Environment, Active Living and Cognitive Health: Building the Evidence Base".

## **POSITION RESPONSIBILITIES**

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### **Introduction**

A number of frameworks and standards express the University's expectations of the conduct, capability, participation and contribution of staff. These are listed below:

- ACU Strategic Plan 2015-2020
- Catholic Identity and Mission
- ACU Capability Development Framework
- Higher Education Standards Framework
- ACU Service Delivery Model
- ACU Staff Enterprise Agreement including provisions in relation to Performance Excellence

The [Capability Development Framework](#) in particular is important in understanding the core competencies needed in all ACU staff to achieve the University's strategy and supports its mission.

## Key responsibilities

Key responsibilities specific to this position	Relevant Core Competences ( <u>Capability Development Framework</u> )	Scope of contribution to the University			
		Within the work unit or team ✓	School or Campus ✓	Faculty or Directorate ✓	Across the University ✓
Contribute to the successful delivery of research projects under the umbrella of the ACURF-funded program of research "Environment, Active Living and Cognitive Health: Building the Evidence Base" ensuring compliance with University policies and procedures.	<ul style="list-style-type: none"> <li>• Know ACU Work Processes and Systems</li> <li>• Collaborate Effectively</li> <li>• Be Responsible and Accountable for Achieving Excellence</li> </ul>	✓			✓
Contribute to development of a vibrant research team, including through the provision of advice and guidance to PhD students and junior colleagues (Research Assistants) in relation to project work.	<ul style="list-style-type: none"> <li>• Communicate with Impact</li> <li>• Be responsible and accountable for Achieving Excellence</li> <li>• Collaborate effectively</li> </ul>	✓			
Assist with the preparation and dissemination of journal articles, presentations and other communications relating to the relevant projects.	<ul style="list-style-type: none"> <li>• Collaborate Effectively</li> <li>• Communicate with Impact</li> <li>• Be Responsible and Accountable for Achieving Excellence</li> </ul>	✓			

Key responsibilities specific to this position	Relevant Core Competences ( <u>Capability Development Framework</u> )	Scope of contribution to the University			
		Within the work unit or team ✓	School or Campus ✓	Faculty or Directorate ✓	Across the University ✓
Execute a range of project management functions, including: coordinating the development and/or revision of research project protocols and documents; producing necessary reports; performing data quality checks; and liaising with collaborators and partners.	<ul style="list-style-type: none"> <li>• Communicate with Impact</li> <li>• Make Informed Decisions</li> <li>• Be Responsible and Accountable for Achieving Excellence</li> </ul>	✓			
Build and maintain effective working relationships with key stakeholders.	<ul style="list-style-type: none"> <li>• Collaborate Effectively</li> <li>• Communicate with Impact</li> </ul>	✓		✓	✓
Assist in the preparation of ethics updates.	<ul style="list-style-type: none"> <li>• Communicate with Impact</li> <li>• Know ACU Work Processes and Systems</li> <li>• Make Informed Decisions</li> </ul>	✓			
Undertake literature searches, annotated bibliographies and literature reviews relevant to the project.	<ul style="list-style-type: none"> <li>• Communicate with Impact</li> <li>• Make Informed decisions</li> </ul>	✓			
Assist the Program Leader to complete all regulatory requirements and documentation to successfully complete the program.	<ul style="list-style-type: none"> <li>• Be Responsible and Accountable for Achieving Excellence</li> <li>• Collaborate Effectively</li> </ul>	✓			✓

### Key Challenges and Problem Solving

- Establish and maintain clear lines of communication with all team members to complete tasks within budget and timelines set out by the grant funding agreement.
- Manage day-to-day matters in a timely manner and set priorities as appropriate.
- Coordinate outputs with stakeholders to assist in the efficient facilitation of the project.

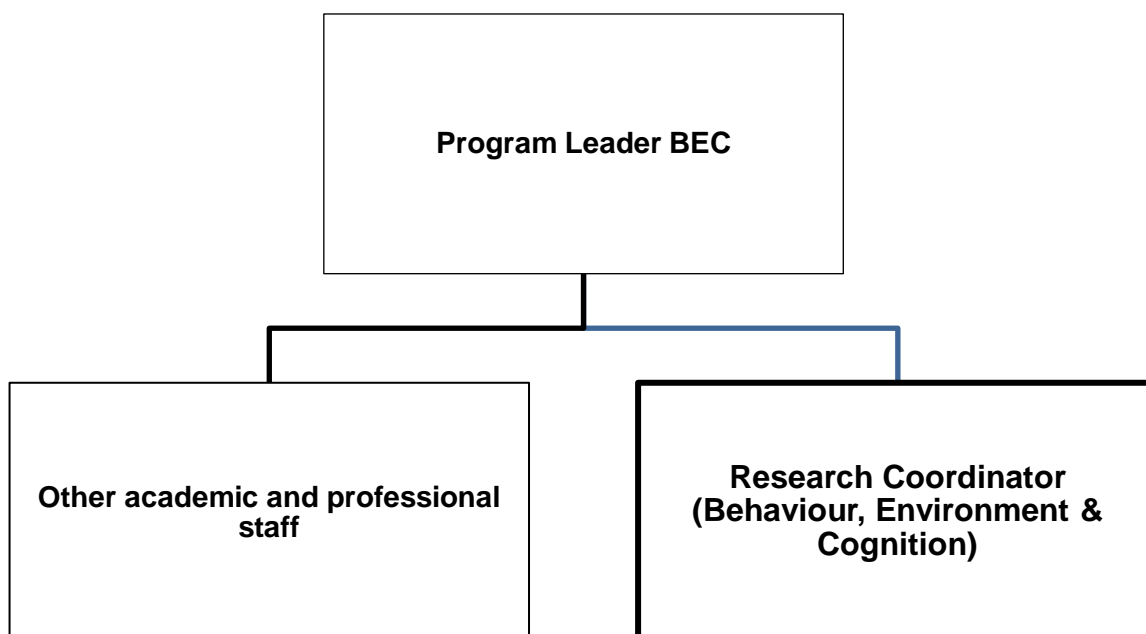
### Decision Making / Authority to Act

- The position will work under the broad direction of the Program Leader, using their detailed knowledge of relevant policies and applying them to their respective research project activities.
- The position holder responds to routine and complex enquiries, referring more difficult matters to the Program Leader.
- The position holder provides advice to the supervisor regarding improvements to processes and procedures for the research program.

### Communication / Working Relationships

- The position holder will regularly work with and communicate with the Research Assistants and Program Leader, coordinating an agreed range of research activities relating to the Program.
- The position holder will work collaboratively with other academic and professional staff across the unit.

### Reporting Relationships



For further information about structure of the University refer to the [organisation chart](#).

## SELECTION CRITERIA

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### Qualifications, skills, knowledge and experience

1.	Completion of a degree in psychology, cognitive science or public health, and subsequent work experience in a similar role or equivalent combination of relevant experience and/or education training.
2.	Experience working within a research environment related to built environment and/or health and/or cognitive function, including demonstrated ability to support high quality research outcomes.
3.	Excellent written and verbal communication skills to work effectively as part of a team and in order to clearly communicate with external project partners
4.	Demonstrated project management skills, including planning and organisational skills, with the ability to achieve required outcomes and meet deadlines in a high-pressure environment

### Core Competencies (as per the [Capability Development Framework](#))

5.	Demonstrate confidence and courage in achieving ACU's Mission, Vision and Values by connecting the purpose of one's work to ACU's Mission, Vision and Values.
6.	Collaborate Effectively: Work collaboratively internally and externally to ACU to capitalise on all available expertise in pursuit of excellence.
7.	Communicate with Impact: Communicate with purpose. Gain the support of others for actions that benefit ACU. Negotiate for mutually beneficial outcomes that are aligned with the Mission, Vision and Values of the University.
8.	Be Responsible and Accountable for Achieving Excellence: Take personal accountability for achieving the highest quality outcomes through understanding the ACU context, self-reflection, and aspiring to and striving for excellence.
9.	Know ACU Work Processes and Systems: Plan work activity, prioritise time and resources using established ACU processes and technology to achieve optimum efficiency and effectiveness.

### Other attributes

10.	Demonstrated commitment to cultural diversity and ethical practice principles and demonstrated knowledge of equal employment opportunity and workplace health and safety, appropriate to the level of the appointment.
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