

## POSITION DESCRIPTION

### Academic Positions

*(In addition to the Position Classification Standards)*

Position Title: Postdoctoral Associate Research Fellow Level: A  
Faculty/Division: Faculty of Business Department/Location: Research

#### Primary Purpose of the Position:

This 3 year research only position is being recruited to work on research projects which have grounding in either or both of the areas of IT management and innovation and/or regional development and liveability and digital innovation.

#### Position Environment:

The mission of the Faculty of Business is to deliver innovative teaching and undertaken leading edge research in the fields of business and management. The Faculty has a strong reputation, both within Australia and overseas, for the quality of research and teaching. Our reputation is reflected in the demand for the Faculty's courses in Australia (Wollongong; Sydney; Southern Sydney, South Coast and Southern Highland campuses and education centres) and off-shore (Dubai and South-East Asian institutions). The Faculty has significant local, national and international research linkages that contribute strongly to each School's robust research profile.

This position is in the interdisciplinary field of information systems at the intersection of the social, economic and technical sciences which is an emerging research strength led by Professor Kautz.

#### Major Accountabilities/Responsibilities:

Responsibilities		Outcome	Office Use Only
1.	Undertaking both desk and field research	Conference and significant journal papers	
2.	Contributing to the strategic development of this research field	Inclusion in the new Faculty research strategy plan	
3.	Development of industry, government and community linkages	Stakeholder inclusion in research strategies	
4.	Mentoring/supervising doctoral students	Significant progress towards phd completions.	
8.	Supervisory roles: Communicate and consult with staff on workplace and staffing matters.	To foster direct relationships with staff and enhance engagement with the organisation.	Ongoing
9.	Observe principles and practices of Equal Employment Opportunity	To ensure fair treatment in the workplace	
10.	Have OH&S responsibilities, accountabilities and authorities as outlined in the <a href="http://staff.uow.edu.au/ohs/commitment/responsibilities/">http://staff.uow.edu.au/ohs/commitment/responsibilities/</a>	To ensure a safe working environment for self & others.	

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### Inherent Requirements:

This position description outlines the major accountabilities/responsibilities and the selection criteria against which you will be assessed as suitable for the position. As such there will be specific job requirements that we refer to as Inherent Requirements.

Inherent Requirements refer to your ability to:

- Perform the essential duties and functional requirements of the job;
- Meet the productivity and quality requirements of the position;
- Work effectively in the team or other type of work organisation concerned; and
- Do the job without undue risk to your own or others health, safety and welfare at work.

If you have any injuries, illness, disorder, impairment, condition or incapacity that may affect your ability to perform the inherent requirements of the position, we encourage you to discuss this with the University to assist in the process of identifying reasonable adjustments to enable you to perform the duties of the position. The University wants to place you in the best situation to use your skills effectively in the position you are applying for at the University.

### Reporting Relationships:

Position Reports to:	Professor Karlheinz Kautz, Associate Dean (Research)
The position supervises the following positions:	N/A
Other Key Contacts:	Executive Dean Business, various industry, government and community organisations

### Key Challenges:

1. Prioritising research agenda
2. Engagement of key external stakeholders

### SELECTION CRITERIA: Knowledge & Skills:

Essential:

- Previous experience in working in the designated research fields and of having achieved successful external partnerships

### SELECTION CRITERIA: Education & Experience:

Essential:

- Phd in Information Systems or equivalent discipline

### Personal Attributes:

- Effective communicator with sound understanding of government and industry related issues relevant to this Illawarra based research agenda.



## POSITION CLASSIFICATION STANDARD - Research Only

Level: A

Title: Associate Fellow

### Description

A position classification standard describes the broad categories of responsibility attached to research-only academic staff at different levels. The standards are not exhaustive of all tasks in research-only academic employment, which is by its nature multi-skilled and involves an overlap of duties between levels. The standards provide an adequate basis to differentiate between the various levels of employment and define the broad relationships between classifications.

Progression through an academic career will normally be based on research, teaching, administrative functions and contribution to the profession. The balance of functions will vary according to level and position over time. It is only in exceptional circumstances that promotion would be solely on the research only position classification standards.

- General Standard
- Specific Duties
- Skill Base

### General Standard

A Level A research-only academic is expected to contribute towards the research effort of the institution, and to develop her/his research expertise through the pursuit of defined properties relevant to the particular field of research.

### Specific Duties

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

- 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.
- Involvement in professional activities including, subject to availability of funds, attendance at conferences and seminars in the field of expertise.
- Limited administrative functions primarily connected with the area of research of the academic.
- Development of a limited amount of research-related material for teaching or other purposes with appropriate guidance from other staff.
- Occasional contributions to teaching in relation to his/her research project(s).
- Experimental design and operation of advanced laboratory and technical equipment or conduct of advanced research procedures.
- Attendance at meetings associated with research or the work of the organisational unit to which the research is connected and/or at departmental and/pr faculty meetings and/or membership of a limited number of committees.
- Advice within the field of the staff member's research to postgraduate students.
- A Level A research-only academic shall work with support, guidance and/or direction from staff classified at Level B and above and with an increasing degree of autonomy as the research academic gains in skill and experience.

### Skill Base

A Level A research-only academic will normally have completed four years of tertiary study in the relevant discipline or have equivalent qualifications or research experience. In many cases a position at this level will require an honours degree or higher qualifications or equivalent research experience. Research experience may have contributed to or resulted in publications, conference papers, reports or professional or technical contributions which give evidence of research potential.