



POSITION DESCRIPTION

Academic Positions

(In addition to the Position Classification Standards)

Position Title: Post Doctoral Fellow

Level: A

Faculty/Division: Social Sciences

Department/Location: Education and Early Start

Primary Purpose of the Position:

This position will be oversee the collection of baseline data from the 38 Engagement Centres that are affiliated with Early Start. The successful applicant will also write manuscripts that will be submitted to peer-reviewed journals (minimum two as lead author).

Position Environment:

This position will contribute to the strategic research direction of the Faculty of Social Sciences and Early Start. The collection of baseline data will provide a critical starting point for future research and teaching initiatives in the Early Start Engagement Centres. This position will also contribute to the research output of the Faculty through the successful candidate leading the writing of several manuscripts to be submitted to peer-reviewed journals.

Major Accountabilities/Responsibilities:

Responsibilities		Outcome	Office Use Only
1.	Organisation of baseline assessments and collection of data	Assessments occur on schedule and data are collected ethically and systematically	
2.	Lead writing of peer-reviewed publications from their program of research and contribute to writing from other research projects.	Lead author on 2 and co-author on 2 publications in peer-reviewed journals (preferably Thomson ISI with impact factors)	
3.	Train data collectors in each of the clusters	A team of data collectors who are able to collect valid and reliable data from the engagement centre communities	
4.	Managing of study cohort	Ensure smooth running of study and contact maintained for the cohort of participants from the 38 engagement centres	
5.	Liaise with Directors and data collectors from each of the 38 Early Start Engagement Centre communities	Ensure smooth running of the data collection at each Centre.	
6.	Observe principles and practices of Equal Employment Opportunity	To ensure fair treatment in the workplace	
7.	Have OH&S responsibilities, accountabilities and authorities as outlined in the http://staff.uow.edu.au/ohs/commitment/responsibilities/document	To ensure a safe working environment for self & others.	

Reporting Relationships:

Position Reports to:	Research Director of Early Start.
The position supervises the following positions:	HDR students and research assistants.
Other Key Contacts:	Director of Early Start, Associate Director of Early Start, Data Manager IERI, Early Start Engagement Centres.

Key Relationships:

Contact/Organisation:

Early Start Engagement Centres
 Early Start Communication Group
 Office of Research
 IERI members

Purpose & Frequency of contact

To coordinate baseline data collection. Ongoing.
 Update Communications Group on progress of project. Weekly
 Submit grant, fellowship, and ethics applications. Quarterly.
 Collaborate on research projects. Attend and present seminars, Weekly.

Key Challenges:

1. Ensuring timely and effective completion of tasks.
2. Working as part of a team to ensure positive communication and collaboration with a wide range of people and organisations
3. Ability to work independently
4. Ability to plan ahead

Selection Criteria – Knowledge & Skills:

Essential:

1. High level organisational and planning skills
2. Knowledge of appropriate data collection procedures in child care settings.
3. Skills in the design, implementation, and evaluation of research in the Early Years
4. Strong written and oral communication skills in the areas of grant applications and peer-reviewed journal articles
5. Ability to train data collectors and conduct inter-rater reliability checks

Selection Criteria – Education & Experience:

Essential:

1. PhD in an area of research associated with Early Years (degree must have been conferred by commencement of appointment in February 2014)
2. Demonstrated ability to lead authorship of research as evidenced by being first author on at least two peer-reviewed journal publications
3. Demonstrated experience in working as a team member in a research group

Desirable

1. Experience in supervision of research assistants
2. Participation in research grants and projects above and beyond their PhD (e.g ARC, NHMRC or similar)
3. Experience in the design and analysis of research using quantitative methodologies

Personal Attributes:

Proactive, independent, reliable and enthusiastic

Special Job Requirements:

N/A

Approval:

Approved by Head of Unit: _____

Date: _____

Approved by Human Resources: _____

Date: _____

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.