

POSITION DESCRIPTION

Academic Positions

(In addition to the Position Classification Standards)

Position Title: Research Fellow Level: B
 Faculty/Division: Law, Humanities and the Arts
 Department/Location: The Arts, English and Media

Primary Purpose of the Position:

To conduct biographic and bibliographic research on Australian Literature as part of the ARC LEIF funded AustLit project. To liaise with AustLit researchers at the University of Wollongong and other participating institutions and to enter new data into the AustLit database, with particular responsibility for the Multicultural subset.

Position Environment:

The position is located within the School of the Arts, English and Media. It contributes to research on Australian Literature and ensures that research by other members of the school is recorded on the AustLit database and made available to the wider research community.

Major Accountabilities/Responsibilities:

Responsibilities		Outcome	Office Use Only
1.	To gather information on Australian writers and their work	A substantial contribution to a comprehensive resource	
2.	To record information on the AustLit database	Accurate information made available to other researchers	
3.	To build up the multicultural subset of the database	A more comprehensive coverage of multicultural writing on AustLit	
4.	To gather and record data on Australian writing in LOTE	A more comprehensive coverage of LOTE writing on AustLit	
5.	To liaise with AustLit staff at UOW	Research by other staff accurately recorded on AustLit	
6.	To liaise with AustLit management and staff at other participating institutions	Effective communication to ensure optimal coordination of a large joint project	
7.	To publish research on Australian Literature	Contribution to the research quantum of the School and the University	
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 WH&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.	
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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:	Executive Dean Amanda Lawson
The position supervises the following positions:	None
Other Key Contacts:	Professor Wenche Ommundsen

Key Relationships:

Contact/Organisation:	Purpose & Frequency of contact
AustLit management Team	Regular contact to report on research and ensure effective project co-ordination

Key Challenges:

1. Knowledge of one or several research areas in Australian Literature.
2. Advanced Research skills.
3. Ability to work in a complex and technology sophisticated research environment.

SELECTION CRITERIA - Knowledge & Skills:

Essential:

- Knowledge of one or several research areas in Australian Literature.
- Advanced research skills.
- Ability to work in a complex and technologically sophisticated research environment.

SELECTION CRITERIA - Education & Experience:

Essential:

- PhD in Australian literature or related field.
- Experience of working with a complex research database.
- Advanced writing skills.
- Highly developed networking and communication skills.
- Ability to negotiate with writers and researchers from different cultural backgrounds

Personal Attributes:

- Diligence and accuracy in data-recording.

Special Job Requirements:

- Specialist research

Approval:

Approved by Head of Unit: _____

Date: _____

Approved by Human Resources: _____

Date: _____

POSITION CLASSIFICATION STANDARD - Research Only

Level: B
Title: 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 B research-only academic is expected to carry out independent and/or team research within the field in which he/she is appointed and to carry out activities to develop his/her research expertise relevant to the particular field of research

Specific Duties

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

- The conduct of research either as a member of a team or independently, and the production of conference and seminar papers and publications from that research.
- Supervision of research-support staff involved in the staff members' research.
- Guidance in the research effort of junior members of research-only academic staff in his/her research area.
- Contribution to the preparation, or where appropriate individual preparation, of research proposal submissions to external funding bodies.
- Involvement in professional activities including, subject to availability of funds, attendance at conferences and seminars in the field of expertise.
- Administrative functions primarily connected with his/her area of research.
- Occasional contributions in the teaching program within the field of the staff member's research.
- Co-supervision, or where appropriate supervision, of major honours or postgraduate research projects within the field of the staff member's area of research.
- 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.

Skill Base

A Level B research-only academic will normally have completed a doctoral qualification or have equivalent qualifications or research experience. In addition he/she may be expected to have had post-doctoral research experience which has resulted in publications, conference papers, reports or professional or technical contributions which give evidence of research ability.