

POSITION DESCRIPTION

Academic Positions

(In addition to the Position Classification Standards)

Position Title: Associate Research Fellow

Level: A

Faculty: Social Sciences

Department: Australian Centre for Cultural Environmental Research (AUSCERR)

Primary purpose of the position:

The Associate Research Fellow (Level A) position is available for a period of 2 years.

This person will become a member of a larger collaborative research team, working on a dedicated project entitled 'Energy Efficiency in the 3rd Age' that aims to encourage low-income older residents to use energy efficiently and live in thermal comfort.

This role is responsible for assisting with the design, data collection, analysis, and delivery of qualitative research components of this larger project. The Associate Research Fellow will also participate actively with the research team on the project in publication of research outcomes in relevant academic journals. It is expected that the role would be undertaken at 0.5.

Position Environment:

The Australian Centre for Cultural Environmental Research (AUSCCER) focuses on cultural and social aspects of environmental issues. AUSCCER strongly aligns with the University of Wollongong's Global Challenges Programme and particularly the Transforming Lives and Region stream. This position will be required to proactively manage qualitative components of the research project, to maintain positive research partnerships, and to conduct high quality qualitative research in the areas of energy efficiency and sustainability, social marketing, and human geography. The position will help build AUSCCER's international research profile in the cultural and social dimensions of environmental sustainability.

Major Responsibilities:

Responsibilities		Percentage of time	Office Use Only
1.	Coordinating the research tasks associated with the qualitative focus groups and interviews and the ethnographic research phases of the project.	10%	<input type="checkbox"/>
2.	Undertaking the preparation, conduct and analysis of research activities such as focus groups, depth interviews, observation research, and ethnographic interviews.	40%	<input type="checkbox"/>
3.	The appointee will be responsible for conducting literature searches to assist with the interpretation of research findings.	10%	<input type="checkbox"/>
4.	Assisting with coordination, communication, activities and meetings between project team members.	5%	<input type="checkbox"/>
5.	Liaising with, assisting and reporting to the Chief Investigators on the project from the University and providing written reports/updates/assistance as required.	5%	<input type="checkbox"/>

6.	Contributing to the writing and publication of academic papers, as well as research reports for the funding body.	15%	
7.	Coordinating ,supervising, and assisting research assistants as required.	15%	
8.	Observe principles and practices of Equal Employment Opportunity.	Ongoing	
9.	Adhere to principles & practices of OH&S.	Ongoing	

Reporting Relationships:

Position Reports to:	Professor Gordon Waitt, Dr Ross Gordon
The position supervises the following positions:	Research Assistants, students and volunteers
Other Key Contacts:	As above plus other academic staff involved in the project, research managers, and stakeholders involved in the project.

Key Relationships:

Contact/Organisation: Research Partners: RDA Illawarra, Warrigal Care, Illawarra Retirement Trust, Royal Freemasons' Benevolent Institution, The Illawarra Forum, Dux Hot Water Systems and other clients Faculty of Social Sciences staff Research Services Office	Purpose & Frequency of contact Project planning/update meetings on a monthly basis Regular email/phone contact Project updates on a fortnightly basis For financial, administrative and technological support as required As required for administration and reporting requirements of each research project
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Key Challenges:

1. Ensuring timely and effective completion of research project tasks.
2. Ensuring a balance of activities to maximise research quality, and research outputs (e.g. publications, reports).
3. Working with a variety of people on the project including academic researchers, university professional staff, and industry partners.
4. Working as part of a team to ensure positive communication and collaboration.

Selection Criteria – Knowledge & Skills:

- Essential:
- Expertise in social marketing and/or cultural geography.
 - Knowledge of energy efficiency.
 - Strong organisational skills.
 - Knowledge and skills in the conduct of qualitative research techniques, including ethnographic research.
 - Strong written and oral communication skills, including formal report writing skills and preparation of manuscripts for publication in academic journals.
 - Skills in project management, including management of budgets, people, timelines and stakeholder relationships.

Selection Criteria – Education and Experience:

Essential:

- Masters degree in cultural geography and/or social marketing and/or relevant experience/training deemed to be equivalent
- Experience in the management of research grants and projects in the relevant topic areas.
- Experience in the supervision of staff e.g. research assistants, students.
- Experience in liaison and reporting with stakeholder groups or industry partners.

Desirable:

- PhD or intention to undertake higher degree research

Personal Attributes:

Timely, proactive, independent, approachable and enthusiastic

Approval:

Approval 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.