

POSITION DESCRIPTION

Academic Positions

(In addition to the Position Classification Standards)

Position Title: Associate Research Fellow Level: A
 Faculty/Division: Engineering and Information Sciences
 Department/Location: School of Mathematics and Applied Statistics

Primary Purpose of the Position:

You will collaborate with Professor Aidan Sims and Associate Professor David Pask at UOW and with the third CI Dr Roozbeh Hazrat at UWS on research programs associated with ARC project DP150101598. The RA will perform collaborative research, help prepare manuscripts for publication, and present results at research conferences and seminars. The appointee may have opportunities to contribute to the school's teaching effort.

Position Environment:

The School of Mathematics and Applied Statistics is a research-focussed unit with particular strength in operator algebras and functional analysis. The position will contribute directly to the unit's research output in this area and to outcomes on the grant mentioned above.

Major Accountabilities/Responsibilities:

Responsibilities	Outcome
1. Carry out work in the area of the project	Publications
2. Work collaboratively with the CIs	Co-authored publications
3. Contribute to the knowledge base of the research group	Presentation of seminars
4. Assist in the preparation of project reports	Reports
5. Comply with UOW's research-reporting requirements	Publications logged in database
6. Help junior members of the research group with projects	Assistance acknowledged
7. Teach undergraduate courses and/or supervise undergraduate projects	Courses taught/students supervised
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.
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.

Reporting Relationships:

Position Reports to:	Professor Aidan Sims
The position supervises the following positions:	None
Other Key Contacts:	Dr David Pask

Key Relationships:

Contact/Organisation:

Dr Roozbeh Hazrat, University of Western Sydney
Aidan Sims and David Pask
Operator algebras group (UOW)
School of Maths and Applied Stats

Purpose & Frequency of contact

Collaboration and mentoring; bi-monthly
Collaboration and mentoring; weekly
Collaboration and dissemination of results; weekly

Key Challenges:

1. To produce original research of lasting significance.
2. To contribute to an enthusiastic and productive research team.
3. To provide excellent teaching and/or supervision at the undergraduate level as part of the SMAS teaching team.

SELECTION CRITERIA - Knowledge & Skills:

Essential:

- A working knowledge of one of the following:
 - functional analysis, operator algebras and related areas, or
 - abstract algebra and ring theory
- The ability to work harmoniously and effectively as a member of a research team
- The ability to complete research projects and write up the results in publishable form
- The ability to teach effectively in mathematics at the undergraduate level

Desirable

- Familiarity with groupoids and the associated algebras and C^* -algebras
- Familiarity with algebraic or topological K-theory

SELECTION CRITERIA - Education & Experience:

Essential:

- A PhD in a closely related area of pure mathematics (either completed or near completion)
- Experience in writing up the results of mathematical research

Personal Attributes:

You will be expected to work as an integral part of a research team and of a teaching team. This will require substantial interpersonal skills and a willingness to share ideas and experiences.

Special Job Requirements:

You will need to be able to travel to domestic and/or international research departments and conferences from time to time.

Roles and Responsibilities in Relation to Workplace Health and Safety:

The University of Wollongong is committed to providing a safe and healthy workplace for its workers, students and visitors. All members of the University community have a collective and individual responsibility to work safely and be engaged in activities to help prevent injuries and illness.

In addition to the major accountabilities/responsibilities required for your position, you also hold the following roles and responsibilities in relation to Workplace Health and Safety:

All Staff

- Take reasonable care for your health and safety as well as others.
- Comply with any reasonable instruction by the University.
- Cooperate with any reasonable policies and procedures of the University including reporting of hazards or incidents via the University reporting process.
- Certain staff have specific responsibilities for Work Health and Safety (WHS), further information is available in the document [Roles And Responsibilities for WHS](#) and [WHS Management System](#).

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.

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.