

## POSITION DESCRIPTION

### Academic Positions

*(In addition to the Position Classification Standards)*

Position Title: Research Fellow

Level: B

Faculty/Division: Faculty of Arts

Department/Location: Indigenous Studies Unit

#### Primary Purpose of the Position:

Conduct research for an ARC project involving working with Aboriginal people and communities investigating Aboriginal peoples' usage of online social media.

#### Position Environment:

The Research Associate position is funded by the ARC grant. The position will be working closely with and supporting the chief investigator to meet the outcomes of the research project. The chief investigator is part of The Indigenous Studies Unit (ISU), which is a newly formed unit within the Faculty of Arts. Both the ISU and the Faculty of Arts has a strong focus on high quality research and provides a supportive research environment.

#### Major Accountabilities/Responsibilities:

Responsibilities		Outcome	Office Use Only
1.	Work towards identified research objectives, ensuring close liaison with chief investigator	Maintain project direction and outcomes as agreed.	
2.	Contact target communities and recruit research assistants and oversee their role in promoting and recruiting participants	Develop and maintain positive relationships with target communities and research assistants to ensure the delivery of outcomes.	
3.	Critical review and analysis of the available literature and social media sites	Understanding topic and contribute to overall project and complete a literature and online social media review	
4.	Develop and manage online social media sites associated with the project as required	Manage the site effectively to promote and inform onlookers about the project and outcomes	
5.	Contribute to the production of high quality publications including peer reviewed journal articles and research monograph and assist in preparation of reports including ARC reports	Dissemination of research outcomes to national and international community and fulfilment of ARC requirements	
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 <a href="http://staff.uow.edu.au/ohs/commitment/responsibilities/">http://staff.uow.edu.au/ohs/commitment/responsibilities/</a> document	To ensure a safe working environment for self & others.	

## Reporting Relationships:

Position Reports to:	Dr Bronwyn Carlson, Indigenous Studies Unit, Faculty of Arts
The position supervises the following positions:	N/A

## Key Relationships:

### Contact/Organisation:

Indigenous Community organisations

Research Services Office

Research Support Staff in Faculty

### Purpose & Frequency of contact

To recruit Research Assistants and to build relationships and organise fieldwork – As required

As Needed

As Needed

## Key Challenges:

1. Support an innovative Research Project
2. Maintain positive relationships with Indigenous peoples and communities

## Knowledge & Skills:

### Essential:

- Demonstrate extensive knowledge of and experience working successfully with Indigenous people and communities
- Demonstrated experience in Indigenous related research resulting in high quality publications
- Excellent written and verbal communication skills

## SELECTION CRITERIA - Education & Experience:

### Essential:

- PhD in Indigenous related topic
- Demonstrated experience in successfully conducting research with Indigenous peoples and communities
- Knowledge of Indigenous Research Methodologies
- Evidence of successfully meeting research timeframes
- Demonstrated experience in applying for ethics approval

## SELECTION CRITERIA - Personal Attributes:

- Energetic, independent and adaptable

## Special Job Requirements:

- Spend time on social media sites such as Facebook, Twitter and YouTube as required

## 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.