POSITION DESCRIPTION

Position: Research Fellow 2 (RF2)  Date: August 2014

Incumbent: Vacant

Reports to: Senior Research Fellow, International Surveys

Division: Educational Monitoring and Research  Location: Melbourne

Position Summary:

A Research Fellow (RF2) is a more senior research position than a Research Fellow 1 (RF1) and is the first level at which incumbents assume responsibility for project management.

The incumbent will work independently or collaboratively on a range of assigned tasks as required and will be guided by diverse although established procedures regarding the conduct of tasks.

Main Responsibilities:

The incumbent will work as a research professional and draw upon professional expertise to
- develop a contribution to educational knowledge and practice in a substantive area
- liaise with clients and potential clients to identify and implement appropriate research and assessment methodologies
- design and implement capacity building programs for international clients who may have very limited assessment backgrounds and lack a stable project infrastructure
- conceptualise and design collaborative assessment projects with regard to the capacity of international clients and collaborators to implement
- contribute to the development of proposals
- interpret data provided in project deliverables
- prepare or manage the production of research reports for clients
- maintain professional networks in the field
- manage projects of limited scope within programs

Project management will require tasks such as the following to be undertaken
- frequent travel abroad, often to low-income countries, for periods of one to two weeks may be required
- schedule and implement project work
- monitor project progress against timelines, budget and deliverables
- liaise with clients
- supervise project staff
- train new staff
- coordinate inputs from support staff

Research problems encountered may be of a differing nature and will sometimes require analysis, evaluation and some consideration in order to reach a conclusion.
**Position Context:**

The Australian Council for Educational Research is a national, independent, not-for-profit educational research and development organisation. Over 340 staff work in the Melbourne headquarters and in ACER offices in Sydney, Brisbane, Perth, Adelaide, Dubai and Delhi.

The International Surveys Program is one of the research and development programs at ACER. The Program undertakes commissioned work for outside agencies including foreign Ministries of Education and Aid Donors, and undertakes research into fundamental educational issues.

Much of the work within ACER’s research programs is conducted in designated project teams. The incumbent will work across projects within the Program area and across Programs as required.

ACER is committed to the professional growth of staff throughout their employment. It encourages and supports staff in a variety of ways to actively pursue professional learning, including with reference to the ACER Leadership Development Framework. ACER encourages all staff to consider ways in which they might make a leadership contribution to ACER's work.

**Decision Making Authority:**

The incumbent will manage projects of limited scope.

Key or high risk decisions including the commitment of significant ACER resources, staffing matters and client relationships are made with reference to a nominated senior staff member.

**Knowledge, Experience and Training:**

The incumbent will hold a Masters degree or its equivalent in terms of postgraduate qualification or experience.

The incumbent will be required to play a role in communication about project matters, offering support to colleagues, and in fostering the professional development of junior staff. Accordingly, the incumbent will possess good interpersonal skills.

**Conditions of Appointment:**

The appointment is for an initial term of two (2) years. A probationary period of three (3) months applies.

Salary is within the range of $96,294 - $106,429 (JobSize 460).

The appointment will be on the basis of the terms and conditions of employment set out in the Notice of Appointment and contained in the prevailing ACER Enterprise Agreement.

Membership of the UniSuper Scheme is compulsory, with ACER contributing 17% and the appointee 7% of gross salary.