

## POSITION DESCRIPTION

<b>Position Title</b>	Research Associate		
<b>Organisational Unit</b>	Faculty of Education and Arts		
<b>Functional Unit</b>	Institute of Child Protection Studies		
<b>Nominated Supervisor</b>	Associate Professor/Deputy Director		
<b>Career Pathway</b>	Research Only		
<b>Classification</b>	Academic Level A		
<b>CDF Level</b>	CDF1	<b>Position Number</b>	10612351
<b>Attendance Type</b>	Full Time	<b>Date reviewed</b>	15-AUG-2024

### ABOUT AUSTRALIAN CATHOLIC UNIVERSITY

Mission Statement: *Within the Catholic intellectual tradition and acting in Truth and Love, Australian Catholic University is committed to the pursuit of knowledge, the dignity of the human person and the common good.*

An ACU education builds on the Catholic understanding of faith and reason working together in pursuit of knowledge and promotion of human dignity and the common good.

An ACU education seeks to transform lives and communities. Students are challenged to look beyond the classroom, solve real-world problems, develop their own search for meaning and cultivate strong professional ethics. They are invited to stand up for people in need and causes that matter.

ACU is open to all. As is common with great Catholic institutions the world over, the university is inclusive and supportive of everyone, every day – regardless of their faith or tradition.

ACU is a young university making a serious impact. Ranked in the top two per cent of universities worldwide and in the top 10 Catholic universities, we're also a leader in employability with 94 per cent of our graduates employed. The university has seven campuses around Australia, a campus in Rome, Italy, and an online campus – ACU Online.

ACU has four faculties, and several research institutes and directorates. We believe our number one asset is our people. It's the character, enthusiasm and dedication of our staff that make this a university like no other. All our staff contribute to the achievement of our goals set out in ACU's Vision 2033 and aim to provide high-quality services with a strong focus on service excellence.

To be agents of change in the world, we all need to see life through the eyes of others. We believe that our role as a university is to inspire and equip people to make a difference – and that means cultivating their ability to act and think empathetically.

The structure to support this complex and national university consists of:

- Vice-Chancellor and President
- Provost and Deputy Vice-Chancellor (Academic)
- Chief Operating Officer and Deputy Vice-Chancellor
- Deputy Vice-Chancellor (Research and Enterprise)
- Deputy Vice-Chancellor (Education)
- Vice President and Director (Mission and Identity).

## **ABOUT THE FACULTY OF EDUCATION AND ARTS**

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The Faculty of Education and Arts encompasses two schools - the National School of Education and the National School of Arts and Humanities, and four institutes - the Institute for Positive Psychology and Education; the Institute for Learning Sciences and Teacher Education; the Institute of Child Protection Studies; the Institute for Humanities and Social Sciences, as well as the Australian Centre for the Advancement of Literacy, the Clinic for the Advancement of Literacy, the Ancient Israel Program and the Western Civilisation Program. The faculty is recognised nationally and internationally as a leader in teacher education, and for its rapidly rising profile in the humanities and social sciences, especially in the disciplines of history, politics and sociology.

Operating across our campuses in Ballarat, Brisbane, Canberra, Melbourne, North Sydney, Strathfield, Blacktown and our Rome campus in Italy, the Faculty is home to a lively, multicultural community of more than 12,000 students and offers an engaging program of teaching and research for students and staff. Through its research collaborations, student exchange programs and community engagement initiatives, the faculty also has strong connections with international universities and an array of government, not-for-profit and private organisations.

## **ABOUT INSTITUTE OF CHILD PROTECTION STUDIES**

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The ACU Institute of Child Protection Studies (ICPS) generates knowledge relating to child maltreatment, child safety, child protection and children's participation in research. The team conducts high quality applied research, evaluations and consultancies that improves understandings of the nature and extent of child abuse and neglect, how to prevent it, and reduce its impact on children, young people, and families. The needs and experiences of children and young people represent a particular focus of our work.

ICPS is committed to engagement and impact. We interact with research end-users to develop projects that support evidence-informed work with and for children and young people. We aim to promote children's rights, needs, interests and views and influence the development of policy and the provision of services to children, young people, and families. ICPS uses findings from our work to build workforce capacity and enhance community awareness, as appropriate.

## POSITION PURPOSE

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The primary purpose of the Research Associate role is to support the design and delivery of high-quality applied research and evaluations at the Institute. The position holder will contribute to stakeholder engagement and management, research and evaluation design and proposal writing, ethics applications, desktop research, data collection, management, and analysis and reporting for research and evaluation projects. The incumbent will understand what contributes to high quality research and evaluations and be able to implement rigorous standards within projects, including knowledge of ethical issues and their applications. They will support the translation of research into policy and practice.

The Research Associate will work with teams across the ICPS to assure that the level of enquiry needed to address stakeholder requirements is met and research designs are implemented as intended.

## KEY RESPONSIBILITIES

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### Introduction

A number of frameworks and standards express the University's expectations of the conduct, capability, participation and contribution of staff. These are listed below:

- [ACU's Vision 2033](#)
- [Catholic Identity and Mission](#)
- [Code of Conduct for all staff](#)
- [ACU Capability Development Framework](#)
- [Higher Education Standards Framework](#)
- [ACU Staff Enterprise Agreement 2022-2025](#)
- [ACU Staff Reconciliation Action Plan](#)

The following two frameworks are important in understanding the expectations of an academic position and the required qualifications and capability of a position holder:

- The [Academic Performance Matrices and Evidence Framework](#) which describes the performance standards in areas of academic activity.
- The [Capability Development Framework](#) which describes the core competencies needed in all ACU staff to achieve the University's strategy and supports its mission.

All academic staff are allocated workload comprising a range of academic duties/activities that fall within the following three broad areas of academic activity in line with the relevant Academic Career Pathway and Academic Level.

- Teaching
- Curriculum Development and Scholarship of Teaching
- Research
- Academic Leadership/Service

Responsibility	Broad Area of Academic Activity
<p><b>Project initiation and management</b></p> <ul style="list-style-type: none"> <li>- Draft supporting information for proposals</li> <li>- Implement project plans.</li> <li>- Create GANTT charts and other project management tools.</li> <li>- Create and manage filing system (as articulated in ethics application).</li> <li>- Monitor project costs versus budget during a project.</li> <li>- Facilitate and participate in project reviews.</li> <li>- Prepare progress reports for internal and external audiences.</li> <li>- Identify areas for improvements within work areas.</li> </ul>	<p>Research</p>
<p><b>Research design</b></p> <ul style="list-style-type: none"> <li>- Coordinate or manage ethics applications and other approvals.</li> <li>- Conduct background support work (e.g., literature searches) to inform research design.</li> <li>- Design research materials such as information sheets, consent forms, interview schedules.</li> </ul>	<p>Research</p>
<p><b>Data collection</b></p> <ul style="list-style-type: none"> <li>- Recruit research participants.</li> <li>- Assist with fieldwork.</li> <li>- Organise interview transcripts through transcription services.</li> <li>- Organise incentives for research participants</li> <li>- Provide logistical support (e.g., room bookings, catering etc.).</li> <li>- Collect participant consent forms.</li> <li>- Send out notes of thanks and recognition, as required.</li> <li>- Conduct interviews, as required.</li> <li>- Draft or contribute to quantitative data collection tools (e.g., surveys).</li> </ul>	<p>Research</p>
<p><b>Analysis and reporting</b></p> <ul style="list-style-type: none"> <li>- Data cleaning.</li> <li>- Code, analyse and report research data.</li> <li>- Prepare technical reports.</li> <li>- Prepare presentations of key findings.</li> </ul>	<p>Research</p>

Responsibility	Broad Area of Academic Activity
<ul style="list-style-type: none"> <li>- Write or contribute to journal articles.</li> <li>- Develop or contribute to non-traditional research outputs like animations, practice resources.</li> <li>- Proofread written materials.</li> </ul>	
<b>Stakeholder engagement</b>  <ul style="list-style-type: none"> <li>- Act as initial contact point for select project matters / issues.</li> <li>- Schedule stakeholder meetings.</li> <li>- Attend stakeholder meetings and produce notes (e.g., minutes or action logs).</li> </ul>	Research

## SELECTION CRITERIA

<b>Qualifications, skills, knowledge and experience:</b>	<ul style="list-style-type: none"> <li>• Qualification - Undergraduate qualifications in a relevant discipline (e.g. social sciences, psychology, sociology, public health and the like). Graduate qualifications are <i>desirable</i>.</li> <li>• Experience - Demonstrable enthusiasm and/or experience for social/public policy evaluation and research.</li> <li>• Skill - Demonstrated ability to work independently and to take initiative, where necessary.</li> <li>• Skill - Well-developed communication skills and experience in a client facing environment.</li> <li>• Skill - Demonstrated ability to work effectively as part of a team.</li> <li>• Skill - Demonstrated experience using Microsoft Office (Word, Excel, PowerPoint) and other packages relevant to projects (NVivo for example), as necessary.</li> <li>• Skill - Demonstrated ability to work under pressure and to tight timelines.</li> <li>• Skill - <i>Highly desirable</i> - Experience working with children and young people in research or practice settings.</li> </ul>
<b>Core Competencies:</b>	<ul style="list-style-type: none"> <li>• Demonstrate confidence and courage in achieving ACU's Mission, Vision and Values by connecting the purpose of one's work to ACU's Mission, Vision and Values.</li> <li>• Keep stakeholder interest at the core of ACU business decisions and ACU service excellence as a top priority.</li> <li>• Work collaboratively internally and externally to ACU to capitalise on all available expertise in pursuit of excellence.</li> <li>• Communicate with purpose. Gain the support of others for actions that benefit ACU. Negotiate for mutually beneficial</li> </ul>

	<p>outcomes that are aligned with the Mission, Vision and Values of the University.</p> <ul style="list-style-type: none"> <li>Take personal accountability for achieving the highest quality outcomes through understanding the ACU context, self-reflection, and aspiring to and striving for excellence.</li> </ul>
<b>Essential Attributes:</b>	Demonstrated commitment to cultural diversity and ethical practice principles and demonstrated knowledge of equal employment opportunity and workplace health and safety, appropriate to the level of the appointment.
<b>Working with children and vulnerable adults check</b>	Evidence of the ability to work with children and/or vulnerable adults, and contribute to and protect their safety and wellbeing. The successful applicant of this position will be required to hold a valid working with children clearance for the State or Territory in which the position is located.

## REPORTING RELATIONSHIPS

For further information about the structure of the University, refer to the Organisation Chart <https://www.acu.edu.au/about-acu/leadership-and-governance/leadership/organisational-structure>

