POSITION DESCRIPTION

Position Title	Research Assistant		
Organisational Unit	The Faculty of Education and Arts		
Functional Unit	Institute for Learning Sciences & Teacher Education		
Nominated Supervisor	Professor		
Classification	HEW 6		
CDF Level	HEW 6 CDF1	Position Number	10611089
Attendance Type	Part Time	Date reviewed	21-JUN-2022

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.*

At ACU we pride ourselves on offering a welcoming environment for everyone. At the same time, we are a university committed to standing for something clear. We stand up for people in need and causes that matter. ACU's Mission is central to the University and informs every area – integrating the dignity of the human person, the common good, and ethical and social justice considerations into our core activities of student learning and teaching, research and service.

We are a publicly funded university which has grown rapidly over the past few years. We're young, but we are making our mark: ranking among the top universities worldwide. We have seven campuses around Australia, more than 200 partner universities on six continents, and a campus in Rome, Italy.

We know that our people make us a university like no other. It's your values, action and passion that makes the difference. Whatever role you may play in our organisation: it's what you do that defines who we are.

We value staff, offering excellent leave and employment conditions, and foster work environments where they have the ability to grow and develop. We continue to invest in our facilities and workplaces, and actively involve staff in shaping the future direction of the organisation.

Each portfolio consists of several Faculties, Research Institutes or Directorates. The Vice President drives both the Identity and the Mission of the University. In addition, five Associate Vice-Chancellors and Campus Deans focus on the University's local presence and development of the University at the local 'campus' level. For further information about the University please refer to the Organisation Chart.

All our staff contribute to the achievement of our goals set out in the Strategic Plan 2020-2023 and aim to provide high quality services with a strong focus on service excellence. Several frameworks and standards also express the University's expectations of conduct, capability, participation and contribution of staff.

ABOUT THE FACULTY OF EDUCATION AND ARTS

The Faculty of Education and Arts hosts the National School of Education, the National School of Arts, and two vibrant, multidisciplinary research institutes: the Institute for Learning Sciences and Teacher Education, and the Institute of Humanities and Social Sciences. 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 seven of our eight campuses which include 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 FOR LEARNING SCIENCES &TEACHER EDUCATION

The Institute for Learning Sciences and Teacher Education (ILSTE) is a national research institute hosting a team of eminent researchers and international scholars undertaking nationally-funded research studies with a range of industry-funded partners. Our research draws on both qualitative and quantitative methodologies and includes large-scale, longitudinal studies and meta-analyses. A priority focus is on research relating to policy and practice.

ILSTE's research focuses on 21st Century learning, student diversity, innovation and engagement across eight areas of research concentration:

- assessment, evaluation and student learning
- STEM in education
- early childhood futures
- educational semiotics in English and literacy pedagogy
- teachers' work and workforce studies
- data analytics and learning interventions.

ILSTE also has a growing team with expertise in data analytics including data design, statistical methods for modelling complex data (including longitudinal survey, administrative and linked datasets) and data science. Our researchers are experienced with generating and disseminating new knowledge to improve the learning outcomes of children and young people, especially those experiencing disadvantage, on the margins or at risk.

ILSTE provides a forum for researchers, scholars, policy makers and practitioners to collaborate and share evidence-based knowledge to address barriers to achievement and learning engagement faced by young people.

ILSTE has membership of the new ACU Research Centre for Digital Data and Assessment in Education, whose researchers will examine digital disruption, assessment and data analytics as subjects of research, policy and practice in schooling reform and teacher education. The transformations occurring due to new and emerging

technologies and their impact is largely under-researched. The Centre will address this gap and extend ACU's research standing through generating new knowledge through research collaborations and other partnerships across researchers and with national, state-based and global education agencies (e.g. UNESCO).

The Centre's three programs are Data/digital practices at system and school level; Data Innovation for Learning Progressions and Life Course in Teacher Education, and Digital Foundations in the Early Years.

For further information about the Institute visit https://www.acu.edu.au/research/our-research-institutes/institute-for-learning-sciences-and-teacher-education

For further information about the Research Centre for Digital Data and Assessment in Education visit https://www.acu.edu.au/research/our-research-institutes/research-centre-for-digital-data-and-assessment-in-education

POSITION PURPOSE

The Research Assistant will provide research administrative support to the Early Childhood Futures Program within the Institute for Learning Sciences and Teacher Education. This will involve undertaking research administrative and research functions within the Program including supporting the monitoring and progression of a range of research activities towards timely and successful completion.

KEY RESPONSIBILITIES

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 Strategic Plan 2020-2023
- Catholic Identity and Mission
- ACU Capability Development Framework
- Higher Education Standards Framework
- ACU Service Delivery Model
- ACU Staff Enterprise Agreement including provisions in relation to Performance Excellence and Academic Career Pathways.
- ACU Staff Reconciliation Action Plan

The Capability Development Framework in particular is important in understanding the core competencies needed in all ACU staff to achieve the University's strategy and supports its mission.

Responsibility	Scope
Provide high-level research support to the program, including: • establishing meetings across multiple time zones, universities and organisations; coordinating video-conference links, agendas and minutes.	The position mainly contributes to activities; outcomes and goals within their immediate team or work unit

Responsibility	Scope
• Oversee resourcing and onboarding of casual Research Assistants. • Process all research related invoices. • support preparation and formatting of submitted journal papers and grant applications.	
Establish and maintain online file infrastructure project proposals, literature reviews, ethics and project documentation.	The position mainly contributes to activities; outcomes and goals within their immediate team or work unit
Establish participant data generation schedules and confirm dates for interviews, field visits, observations and/or surveys with Chief Investigators, Project Managers and Research Assistants.	The position mainly contributes to activities; outcomes and goals within their immediate team or work unit
Ensure currency of ARC-funded and Early Childhood Futures project profiles on ACU ILSTE websites, including updated publications, conferences, forthcoming events.	The position mainly contributes to activities; outcomes and goals within their immediate team or work unit
Oversee all internal and external HREC and online/hardcopy data management requirements, and provide administrative support with submission of final HREC reports.	The position mainly contributes to activities; outcomes and goals within their immediate team or work unit
Provide efficient and professional research support to the named research projects including communication and liaison with project participants and external research team members including organisation of annual seminars/symposia. Responsibilities include: calendar invitations, online registrations, set-up, catering, name badges, room bookings, clean-up, distribution of video-conference links, in session spotlighting (for virtual events), and post-event feedback.	The position mainly contributes to activities; outcomes and goals within their immediate team or work unit

HOW THE ROLE OPERATES

The position will need to seek approval from their supervisor before making changes to processes and procedures.
The position is expected to identify and recommend improvements to their supervisor before implementation.
The position needs to build relationships with staff across the organisation to perform their duties.
This position does not have managerial responsibilities.

SELECTION CRITERIA

Qualifications, skills, knowledge and experience:	• Qualification - A relevant tertiary qualification or equivalent education, training and/or relevant experience. • Experience - Demonstrated experience in working in a multidisciplinary and international environment.

	• Skill - Ability to act with discretion and sensitivity and to maintain confidentiality.
	• Skill - Attention to detail and accuracy with the ability to prioritise tasks and work within tight timeframes.
	• Skill - Evidence of producing clear and concise written communication with a high level of accuracy and attentional to detail.
	• Knowledge - High level of computer literacy and advanced user knowledge in Outlook, Microsoft Office Suite and others as appropriate.
	• Skill - Demonstrated skills in research writing and editing.
Core Competencies:	• 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.
	• Keep stakeholder interest at the core of ACU business decisions and ACU service excellence as a top priority.
	• Work collaboratively internally and externally to ACU to capitalise on all available expertise in pursuit of excellence.
	• Communicate with purpose. Gain the support of others for actions that benefit ACU. Negotiate for mutually beneficial outcomes that are aligned with the Mission, Vision and Values of the University.
	• Plan work activity, prioritise time and resources using established ACU processes and technology to achieve optimum efficiency and effectiveness.
Essential Attributes:	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.
Working with Children and vulnerable adults check	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