

Appendix B

Classification Structure – Research Positions. Role Descriptors and Responsibilities by Level

Professional Staff

| Role/Title | HEW Level | Training level or qualifications (includes) | Other Key DWM Descriptors (extract from Schedule 3 DWM descriptors for Professional Staff – ACU Staff Enterprise Agreement 2013 – 2017) | Typical responsibilities/duties in research support can include: (as guided by the DWM Descriptors) - hyperlink |
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| Research Assistant | 5 | Completion of degree or associate diploma and 2 years subsequent work experience (HEW 5) or equivalent | <ul style="list-style-type: none"> • Provide interpretation, advise and decisions on rules and entitlements • Be responsible for co-ordinating a team to provide an administrative service • Under broad direction, set up, monitor and demonstrate standard experiments and equipment use • Work as part of a research team in a support role | <ul style="list-style-type: none"> • Record clear and accurate research data and manage research data according to ethical protocols and relevant legislation • Administer standardised research instruments to participants • Conduct routine evaluations based on standardised criteria |
| Research Support Officer | 6 | Degree with subsequent relevant experience or equivalent | <ul style="list-style-type: none"> • Develop or redefine procedure or policy within work area. • Innovate within own function. Responsible for outcomes. • Design, develop test complex equipment. • Analyse and report on data and experiments. • Manage a teaching or research laboratory • Set up complex experiments • Service a range of committees • Work as part of a research team | <ul style="list-style-type: none"> • Drafting of research proposals, funding applications, ethics applications, research project documentation • Collect enter and analyse data using a variety of methods including interviewing, surveys, mapping and analysis of secondary data sets • Report writing • Coordinate small research projects |
| Senior Research Officer | 7 | Degree with at least 4 years subsequent work experience or equivalent | <ul style="list-style-type: none"> • The management of teaching/research facilities for a school • Acknowledged expertise in specialised areas • Development of new ways of using a specific body of knowledge or integration of other sp • bodies of knowledge • Adapt procedures to fit policy prescriptions or use theoretical principles in modifying and • adapting techniques • May involve the interpretation of policy which has impact beyond immediate work area | <ul style="list-style-type: none"> • Prepare project documentation, research proposals, funding applications etc. for complex research projects where interpretation and adaptation to policy is required • Report preparation where information is being adapted in new ways or new processes are proposed. • Recommend external funding research opportunities • Complex research data gathering and analysis |
| Senior | 8 | Completion or | <ul style="list-style-type: none"> • Likely to require the development of new ways of using a specific body of knowledge. | <ul style="list-style-type: none"> • Manage complex/large research projects |

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| Research Officer | | progress towards postgraduate qualifications and extensive relevant experience or equivalent | <ul style="list-style-type: none"> Responsible for program development and implementation. Provide strategic support and advice which requires integration of a range of University policies and external requirements Implement programs involving major change. Occupational equivalent of a researcher of national standing, manager or faculty administrator. Assist in the management of a large functional unit, manage a function or development and implementation of policy requiring a high degree of knowledge and sensitivity. Manage a small and specialised unit where significant innovation, initiative and/or judgement are required. | <ul style="list-style-type: none"> involving all stakeholders Design and conduct data gathering and analysis protocols in line with requirements of research projects Supervise research assistants/officers Responsible for induction of new academic and professional staff regarding office and project policies and procedures Conduct literature searches to ensure the research unit is abreast of all relevant key literature/data/research |
| Principal Research Officer/Manager | 9 | Postgraduate qualifications and extensive relevant experience or equivalent | <ul style="list-style-type: none"> Demonstrated capacity to conceptualise, develop and review major professional, management or administrative policies at the corporate level. Significant high level creative, planning and management functions. Responsibility for significant resources Responsible for program development and implementation Provide strategic support and advice which requires integration of a range of University policies and external policies and demands Ability to achieve objectives operating within complex organisational structures Provide senior administrative support to more complex schools and faculties Researcher of national or international standing, manager, senior school or faculty administrator. | <ul style="list-style-type: none"> Manage all administrative support requirements for large research facility Recruit, supervise and manage support staff Provide advice to Director on all staff issues, policies and procedures Set up and oversee all administrative processes to ensure effective management of staff and research projects/outcomes and record keeping Manage external stakeholders/issues to ensure potential risks/ issues are minimised. |

N.B. Typical responsibilities/duties shown are samples only and are not exhaustive or exclusive to each HEW Level. Each higher HEW Level subsumes the responsibilities/duties for lower HEW Levels.

Academic Staff

| Role/Title | Academic Level | Training level or qualifications (includes) | Research Only (extract from Schedule 3 MSals for Academic Staff) ACU Staff Enterprise Agreement 2013 – 2017 | Typical Activities/Expectations Research Only (extracted from the Academic Performance Matrices and Evidence) - hyperlink |
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| Research Associate | A | PhD not required but can be a condition of probation – Expected to have completed 4 years of tertiary study | <ul style="list-style-type: none"> • Works with support and guidance from more senior academic staff • May undertake limited teaching • May supervise at undergraduate levels • May publish results of research conducted as sole author or in collaboration • Conduct research/scholarly activities under limited supervision either independently or part of a team | <ul style="list-style-type: none"> • Demonstrated research skills and contribution to research outcomes within the discipline and/or field. • With the support of mentors establish or consolidate a coherent program of quality research aligned to the National and/or ACU research priorities. • Outputs of research as single or co-author consistent with discipline standards. • Participation in research applications for internal and external funds. • Supervision (as assistant or co-supervisor) of and/or research masters students, where appropriate qualifications are held to do so. • Attendance and involvement with training to enhance research capability. |
| Research Fellow | B | PhD required. | <ul style="list-style-type: none"> • Will normally have experience in research or scholarly activities which have resulted in publications in refereed journals or other demonstrated scholarly activities • Carry out independent or team research. May supervise postgraduate research student or projects and be involved in research training. | <ul style="list-style-type: none"> • Emerging national recognition of research in the discipline and/or field. • Established coherent program of quality research including a record of high quality outputs of research aligned to the National and/or ACU research priorities. • Record of competitive applications for external research funding whether successful or unsuccessful. • Effective supervision (as assistant, co- or principle supervisor) of HDR students with other academic supervisors and research mentors and co-publication with HDR students. • Growing capacity to supervise theses or projects. • Attendance and involvement with training to enhance research capability. |
| Senior Research | C | As above | <ul style="list-style-type: none"> • Will make independent and original contributions to research, which have significant in on their field of expertise. | <ul style="list-style-type: none"> • Research leadership with a national reputation and growing international profile in the |

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| Fellow | | | <ul style="list-style-type: none"> • Will be acknowledged at a national level as being influential in expanding the knowledge of their discipline. • Strong record of published work or other demonstrated scholarly activities. • Will provide leadership in research, including research training and supervision. | <ul style="list-style-type: none"> • discipline and/or field. • Established coherent program of quality research including a sustained record of high quality outputs of research aligned to the National and/or ACU research priorities. • Co or chief investigator on competitive grant applications and/or evidence of leadership in research collaborations funded by competitive grants. • Record of attraction and recruitment and effective principal supervision of HDR students. • Demonstrate evidence of mentoring and involvement in training to develop the research skills of staff and HDR students including leadership and development of assistant supervisors in accordance with the Academic Research Code of Practice. • National and/or international profile in the field of expertise in research collaborations. • Demonstrated engagement with the profession, government, industry and community via contracts for research and/or consultancy. |
| Principal Research Fellow | D | As above | <ul style="list-style-type: none"> • Will make major original and innovative contributions to their field of study of research which are recognised as outstanding nationally or internationally. • Will play an outstanding role in fostering the research activities of others and in research training | <ul style="list-style-type: none"> • Established research leadership with national and/or international research profile in a field of expertise. • Established coherent program of quality research including a sustained and significant record of high quality outputs of research aligned to the National and/or ACU research priorities. • Demonstration of the ability to build research capacity, productive research collaborations and lead a research team. • An established record of attracting external research income in a manner consistent with disciplinary practice. • Established successful record of attraction, recruitment and completion of HDR students as a principal supervisor. • Leadership in the development of research and HDR supervision skills in staff and HDR students including mentoring and facilitation of professional development programs, and leadership and development of assistant |

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| | | | | <ul style="list-style-type: none"> supervisors in accordance with the Academic Research Code of Practice. Leadership and/or contribution to collaborations, networks and partnerships recognised at a national or international level. Established record of engagement with profession, government, industry and community with substantial contracts for research/consultancy. |
| Professorial Research Fellow | E | As above | <ul style="list-style-type: none"> Will typically achieved international recognition through original, innovative and distinguished contributions to their field of research which is demonstrated by sustained and distinguished performance. Provide leadership in their field of research, within their institution, discipline and/or profession and within the scholarly and/or general community. They will foster excellence in research, research policy and research training. | <ul style="list-style-type: none"> Sustained research leadership with national and/or international research profile in a field of expertise. Established coherent program of quality research including a sustained and significant record of high quality outputs of research aligned to the National and/or ACU research priorities. Sustained record of productive research collaborations and/or leadership of research teams. Significant record of attracting external grant funding at above average for the discipline and/or at national or international level. Significant record of leadership in the development of a supportive research training environment for staff and HDR students including mentoring and facilitation of professional development programs, and leadership and development of assistant supervisors in accordance with the Academic Research Code of Practice. Sustained profile of engagement with profession, government, industry and community including substantial contracts for research and/or consultancy. |

N.B. Each higher Academic Level subsumes the responsibilities/duties for lower Academic Levels.