

# Position description

<b>Position title:</b>	<b>Research Associate</b>
<b>Faculty and/or School/Section/VCO:</b>	<b>Faculty of Science and Technology</b>
<b>Campus:</b>	<b>Gippsland Campus</b>
<b>Classification:</b>	<b>Within the Academic Level A range</b>
<b>Employment mode:</b>	<b>Fixed-term appointment</b>
<b>Probationary period:</b>	<b>This appointment is offered subject to the successful completion of a probationary period.</b>
<b>Time fraction:</b>	<b>Full-time</b>
<b>Recruitment number:</b>	<b>842005</b>
<b>Further information from:</b>	<b>Dr Vincent Verheyen, Director, Coal and Carbon Technology Centre Telephone: 03 5122 6451 E-mail: vince.verheyen@federation.edu.au</b>
<b>Position description approved by:</b>	<b>Professor Mark Sandeman, Executive Dean, Faculty of Science and Technology</b>

**This position description is agreed to by:**

\_\_\_\_\_  
Employee name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**The University reserves the right to invite applications and to make no appointment.**

Warning: uncontrolled when printed.

Authorised by: Director, Human Resources  
Document owner: Manager, Human Resources

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## Position summary

The Coal and Carbon Technology Centre (CCTC) is a research centre at Federation University Australia (FedUni), having received \$2.3M in Education Investment Fund (EIF) funding for carbon capture research and training.

The Research Associate will support the Centre's specialised analytical training, research and testing activities by:

- participating in research activities;
- developing and maintaining an active research profile; and
- contributing to the school's research administration.

## Key responsibilities

1. Maintain and operate analytical instrumentation for the CCTC.
2. Conduct consulting and research activities comprising data generation, analysis and reporting.
3. Assist with student supervision and training in analytical methods and instrumentation.
4. Assist with proposal and quotation preparation.
5. Contribute to the preparation of research findings leading to publication of peer-reviewed journal papers and the presentation of research findings in a variety of forums.
6. Contribute to the preparation of further research proposal submissions to external funding bodies as required.
7. Reflect and embed the University's Principles, Strengths and Strategic Priorities when exercising the responsibilities of this position. For a more complete understanding and further information please access the Charter at:  
[http://federation.edu.au/\\_data/assets/pdf\\_file/0005/205268/2015-Charter-FINAL-041114.pdf](http://federation.edu.au/_data/assets/pdf_file/0005/205268/2015-Charter-FINAL-041114.pdf)
8. Undertake the responsibilities of the position adhering to:
  - Equal Opportunity and anti-discrimination legislation and requirements;
  - the requirements for the inclusion of people with disabilities in work and study;
  - Occupational Health and Safety (OH&S) legislation and requirements; and
  - Public Records Office of Victoria (PROV) legislation.

## Level of responsibility

The Research Associate will report to and operate under the general supervision of the Director, Coal and Carbon Technology Centre.

The Research Associate will be required to work independently but to seek assistance when required and to identify and report problems to senior staff. The Research Associate will need judgment to identify when assistance needs to be sought.

## Training and qualifications

Four-years of tertiary study or equivalent qualifications and experience. A PhD in analytical chemistry with a focus on carbon capture research is highly desirable.

## Position/Organisational relationships

The position reports to the Director, Coal and Carbon Technology Centre.

## Key selection criteria

Applicants must demonstrate they are able to undertake the inherent responsibilities of the position as contained in the position description and are able to meet the following Key Selection Criteria:

1. Four-years of tertiary study or equivalent qualifications and experience. A PhD in analytical chemistry with a focus on carbon capture research is highly desirable.
2. Demonstrated extensive analytical instrumentation experience (including minor servicing) and aptitude for software controlled technologies.
3. Experience in preparing and publishing research material for various media including journals and conference presentations.
4. Evidence of an ability to work collegially in a team, and of a willingness to learn.
5. Demonstrated ability to contribute to successful and timely completion of major work projects and an ability to relate well with research partners and stakeholders at a senior level.
6. Demonstrated interpersonal skills, and professional report writing skills.
7. Demonstrated ability to work independently, accurately and to tight timelines, including the ability to identify and propose solutions to problems.
8. Enthusiasm, an interest in research and its outcomes, and a commitment to successful outcomes.

## Minimum Standards for Academic Levels (MSALs) Teaching and research academic staff

### Level A

A Level A academic will work with the support and guidance from more senior academic staff and is expected to develop his or her expertise in teaching and research with an increasing degree of autonomy. A Level A academic will normally have completed four years of tertiary study or equivalent qualifications and experience and may be required to hold a relevant higher degree.

A Level A academic will normally contribute to teaching at the institution, at a level appropriate to the skills and experience of the staff member, engage in scholarly, research and/or professional activities appropriate to his or her professional discipline, and undertake administration primarily relating to his or her activities at the institution. The contribution to teaching of level A academics shall be primarily at undergraduate and graduate diploma level.

*The standards are not exhaustive of all tasks in academic employment, which is by its nature multi-skilled and involves an overlap of duties between levels.*

University of Ballarat  
Union Collective Agreement  
2010-2012