

RESEARCH PROJECTS COORDINATOR (ACIT)

FACULTY OF HEALTH SCIENCES / INSTITUTE OF POSITIVE PSYCHOLOGY AND
EDUCATION, SYDNEY

Work within the Australian Centre for Indigenous Thriving research program
Full-time, fixed term role until December 2019
Located in Strathfield initially and moving to North Sydney

ACU is committed to diversity and social inclusion in its employment practices. Applications from Aboriginal and Torres Strait Islander people, people with disabilities and people from culturally diverse groups are encouraged.

Australian Catholic University (ACU) is an inclusive community which welcomes students and staff of all beliefs. ACU has over 2,500 staff supporting more than 34,000 students across eight campuses – Adelaide, Ballarat, Brisbane, Canberra, Melbourne, North Sydney, Strathfield and Rome.

As valued members of our community, all staff members are expected to have an understanding of ACU's mission and values and to demonstrate an active contribution to them.

The Institute of Positive Psychology and Education (IPPE) is internationally recognised for theoretical, measurement and applied research. IPPE has a strong track record of prestigious external grants and awards, publications in international journals of high repute, collaborative links with leading international researchers and established relations with industry and community organisations. The Australian Centre for Indigenous Thriving (ACIT) research program utilises a positive psychology framework to develop and implement strengths-based, research-derived approaches to Indigenous education and well-being.

As the Research Projects Coordinator (ACIT), you will facilitate the timely completion of large-scale externally funded research projects by providing research administration support while being mindful of cultural sensitivity. The role also has supervisory responsibility for research administration. More specifically the position entails:

- overseeing recruitment and scheduling of subject participation, including adherence to ethics and other procedures
- building and maintaining relationships and communication with Ethics Committees, stakeholders and other ACU staff
- compliance reporting and progress in accordance with projected timelines
- supporting the preparation and submission of grant applications.

In addition to a Working with Children clearance, you will need:

- a degree in Education and/or Psychology and experience in research project management
- research project management experience
- evidence of ability to show commitment with integrity to the Catholic Identity, Mission and ethos of the University
- experience with preliminary analysis of large scale / longitudinal survey data and competency with statistical analysis or coding of qualitative and quantitative data.

The University pursues an excellence agenda and offers an environment where staff are welcomed and safe, and valued through development, participation and involvement.

How to Apply:

Obtain the Position Description, applicants are expected to address all selection criteria listed in the position description. To apply for this role click the "**Apply**" link below.

Total remuneration valued to \$99,129 - \$107,286 pa, including salary component \$83,765 - \$90,658 pa (HEW Level 7), employer contribution to superannuation and annual leave loading.

General enquiries can be sent to Professor Janet Mooney, Institute of Positive Psychology and Education (02) 9701 4660.

Only candidates with the right to work in Australia may apply for this position.

Equal Opportunity and Privacy of personal information is University policy. For more details visit: www.acu.edu.au/careers

APPLY