# POSITION DETAILS:

|  |  |
| --- | --- |
| **POSITION TITLE** | **Postdoctoral Research Associate** |
| **FACULTY / PSU / PORTFOLIO** | Sydney Centre of Excellence for Asian Studies (SCEAS) |
| **CLASSIFICATION LEVEL** | Academic Level A |

# PRIMARY FUNCTION INCLUDING UNIT CONTEXT:

|  |
| --- |
| The Sydney Centre of Excellence for Asian Studies (SCEAS) is a university-wide multidisciplinary centre at the University of Sydney that promotes scholarly engagement with Asia. Our postdoctoral fellowships are available to postdoctoral researchers working on topics related to our five research clusters—economic and social development, environment and resources, health, heritage and the arts, state and society—in any Asian country (or countries) and in any discipline. In some cases, positions may be advertised across all clusters, and in some cases in a single cluster. Appointees, who may sit within the centre or in a relevant host department, are required to spend up to 20% of their time on centre duties, allocated at the discretion of the SCEAS Director. The remaining 80% of their time is available for their own research projects, with research targets set in consultation with the SCEAS Director. Candidates who have held their PhDs for no more than three (3) years are eligible to apply. Appointments are for one year, with a possible extension for a second year for high-performing appointees. |

**KEY ACTIVITIES AND ACCOUNTABILITIES:**

(Up to 10 key accountabilities in order of most to least important)

|  |  |  |
| --- | --- | --- |
| The following activities and accountabilities are designed to deliver outcomes aligned with the University’s strategic goals.  In the course of delivering outcomes, the incumbent is expected to honour and adhere to the University’s policies, codes and guidelines including the University’s Code of Conduct while consistently demonstrating the University’s culture and values. | | |
|  | | FREQUENCY |
|  | Prepares publications and conducts new independent and/or collaborative research.   * Prepares and submits high-quality publications according to an agreed timeline. * Ensures that research progresses according to an agreed timeline and scope. * Designs, plans, schedules and prepares for implementation of future research projects. * Provides regular updates to their Supervisor about progress of research activity. | Ongoing |
|  | Undertakes ad-hoc projects and other activities under the supervision of the SCEAS Director and commensurate to the role’s classification level. | Ongoing |

# ManaGEMENT DATA

|  |  |
| --- | --- |
| REPORTS TO:  Role to which this position reports | SCEAS Deputy Director |
| 2 UP REPORT: | SCEAS Director |
| DIRECT REPORTS:  number of direct reports to this position, their classification and number of incumbents | n/a |
| INDIRECT REPORTS:  number of reports via subordinates to this position | n/a |
| OPERATING BUDGET (Excludes Salaries) | n/a |

### KEY INTERNAL RELATIONSHIPS – across/within the University

|  |  |
| --- | --- |
| MAIN CONTACTS  (3 in order of most to least frequent) | PURPOSE |
| Minh Le | Execution of centre-related tasks |
| Elisabeth Kramer | Allocation of centre-related tasks, with oversight of the SCEAS Director |
| Michele Ford | Setting and reporting on research targets and overall mangement |

### KEY EXTERNAL RELATIONSHIPS – outside of the University

|  |  |
| --- | --- |
| MAIN CONTACTS  (3 in order of most to least frequent) | PURPOSE |
| n/a |  |

# DECISION MAKING AND DELEGATIONS OF AUTHORITY

|  |
| --- |
| The postdoctoral fellow works under the supervision of the SCEAS Director, who will provide broad direction for the role. The incumbent is required to exercise independent judgement in the design, performance and project management of their research activities and centre-related tasks. |

# QUALIFICATIONS AND/OR Certifications

| PhD in a relevant field of study  Applicants must have a PhD award dated no earlier than 1st January 2018 and no later than 1st January 2024  Candidates, who were awarded their PhD after 1st January 2018 and have had a period of significant career interruption can ask to have their eligibility considered |
| --- |

# EXPERIENCE AND SKILLS

| CRITERIA |
| --- |
| experience conducting original research related to Asia |
| experience publishing in high-quality journals |
| a willingness and ability to actively contribute to the life of SCEAS |
| capacity to work independently and as part of a team |

# AUTHORISATION

Confirmation that this is a true reflection of the accountabilities of this role.

|  |  |
| --- | --- |
| AUTHORISED DELEGATE | Position Title: SCEAS Director |
| Name: Michele Ford |