



POSITION DESCRIPTION

Job Title:	Postdoctoral Research Fellow
Organisation Unit:	School of Political Science and International Studies
Reference Number:	3019127
Type of Employment:	Full-Time, Fixed-Term, 3 years.
Classification:	Academic Level A
Remuneration:	\$50,698.23 - \$68,768.58 per annum base salary (FTE) \$59,316.93 - \$80,459.24 per annum which includes 17% employer superannuation contribution (FTE)

For staff entitled to 17% employer contributions, UniSuper does not mandate a level of member contribution to superannuation. However, in order to receive the full standard range of benefits under UniSuper, the member must pay 7% contribution from their salary (or a salary sacrifice equivalent contribution of 8.25%). It will be assumed that a 7% member contribution will apply unless the member formally notifies UniSuper of a decision to pay a lesser member contribution (or no member contribution).

The level of appointment will be commensurate with qualifications, experience, and academic achievements. Additional funds may be applied for under the School's research funding scheme for the presentation of papers at approved conferences and relevant research expenses (to the value of \$3000 per annum).

Closing Date:	18 January 2010
Further Information:	Professor Gillian Whitehouse (g.whitehouse@uq.edu.au)

BACKGROUND

Organisational Environment

The School of Political Science and International Studies at The University of Queensland is at the forefront of teaching and research in political science and related fields in Australia. It is home to a team of internationally recognised academic teaching and research staff and more than 80 doctoral students. As part of the Faculty of Social and Behavioural Sciences it has links with researchers across a wide range of social science disciplines in Schools within the Faculty as well as the Institute for Social Science Research.

Information for Prospective Staff

Information about the University, State of Queensland, living in Brisbane and employment at the University is at the University's web site. (<http://www.uq.edu.au/staff>)

For a comprehensive guide to family friendly work practices and services visit the Work and Family web site at <http://www.uq.edu.au/equity/index.html?page=11661>

Further information about the Faculty and the School may be accessed on the School's web site at <http://www.polsis.uq.edu.au/>

DUTY STATEMENT

Primary Purpose of Position

The appointee will work with Professor Gillian Whitehouse and colleagues engaged in an ongoing research agenda in the areas of gender pay equity, parenthood and employment rights. She/he will work collaboratively in collecting and analyzing survey and interview data, reviewing literature and the conceptual development and writing of scholarly papers, books and grant applications. There will be opportunities to engage with leading scholars nationally and internationally in the advancement of scholarship in this area.

Duties

Specific duties of the position include, but are not limited to:

- literature reviews and conceptual development of research themes in collaboration with the research team
- engagement with the collection and analysis of interview and/or survey data
- collaborative writing of scholarly papers
- dissemination of research findings in relevant academic outlets, through conference papers and publications in high quality outlets
- engagement with the organisation of workshops/forums to present research findings
- engagement with funding applications to advance the research agenda as appropriate
- where necessary, preparation of reports for government agencies and other research partners, and updating relevant website information
- compliance with the University's Code of Conduct (see the University's web site at <http://www.uq.edu.au/staff/employment/>)
- compliance with requirements of Queensland occupational health and safety (OH&S) legislation and related OH&S responsibilities and procedures developed by the University and School.

There will also be options for a suitable appointee to work on the development of new research proposals and to integrate areas of their own expertise into collaborative research endeavours.

Reporting Relationships

The position reports to the Head of School, Professor Gillian Whitehouse.

SELECTION CRITERIA

Qualifications

PhD (awarded within the past 5 years) in Political Science, Sociology, Gender/Women's Studies, Labour/Organisation Studies or a related field

Research skills and experience

1. Expertise/knowledge in areas relating to gender equity and employment, from both academic and practical perspectives
2. Evidence of high quality academic skills, including the capacity to interpret relevant literature, develop conceptual frameworks and contribute to academic debates at a sophisticated level
3. Capacity to collect and analyse qualitative interview data and/or quantitative survey data
4. Strong written and oral communication skills
5. Evidence of publications in high-quality academic outlets and presentation of papers at relevant academic conferences, relative to opportunity
6. Knowledge of the university sector and grant application processes

General

7. Demonstrated ability to work both independently and as part of a team
8. High level of motivation and efficiency
9. Excellent interpersonal skills

APPLICATION

Applications must consist of the following:

1. Covering Letter. The covering letter should include the vacancy reference number, your contact address and telephone number. It is an opportunity in not more than one page to introduce yourself and highlight the key reasons you should be considered for the role.
2. Resume or Curriculum Vitae. A resume is a brief history of your employment and experience that covers the following areas:
 - Educational qualifications and professional affiliations that detail the full title of the qualification, the year awarded and the title of the institution attended;
 - Employment history in chronological order, starting with current position and specifying dates of employment, title of each position, name of employer, main duties or accountabilities and achievements; and
 - The names and contact details (address, telephone, fax and e-mail) of three referees, including if possible a senior person (preferably your supervisor or the head of your organisational unit) closely associated with your current work.
3. Selection Criteria. A statement addressing how each of the selection criteria have been met is required to assist the Selection Committee determine whether you have the relevant qualifications, knowledge/skills, experience and personal qualities.

An academic curriculum vitae should include research fields and current interests, publications (full list as attachment with three most significant marked with an asterisk), research grants awarded and , if applicable, details of teaching evaluation.

Applications are to be sent to:

Ros Roche
School Manager
School of Political Science & International Studies
The University of Queensland
Brisbane QLD 4072

Or email: r.rocche@uq.edu.au

Please note:

- Applications should be typed;
- Do not send applications that are bound or enclosed in plastic or manilla folders;
- Simply staple the application at the top left hand corner;
- Retain a copy for your reference because the University does not return copies to applicants.

SELECTION PROCESS

A Selection Committee will consider all applications and shortlist candidates for interview who appear to meet the selection criteria at the highest levels. They will be invited to attend an interview and the remaining unsuccessful applicants will be notified accordingly.

An invitation to attend an interview provides an opportunity to provide further information to the Selection Committee to substantiate your claims against the selection criteria or demonstrate your capabilities. Please note that for some positions interviews may be conducted by teleconference.

The Selection Committee will subsequently seek referee reports, if not sought prior to interview, before making a decision to make an offer of appointment to the preferred candidate. The purpose of referee checks is to obtain, in confidence, factual information about your past work history, as well as opinions regarding the quality of your work, behaviour in the work place and suitability for the position. Referee reports may be sought orally, or for academic staff, in writing by post or e-mail.

Referees should normally include current supervisors or and/or managers. A referee must be able to comment on your work experience, skills and performance with respect to the selection criteria. Referee checks conducted after the interview process can sometimes delay notification of the successful candidate and other interviewees.

If you are the preferred candidate, you will receive a written offer of appointment to the position. Do not take any action, such as resigning from your current position, before you receive a **written offer** of appointment.

The University of Queensland is an equal opportunity employer.

Smoking is prohibited in all University buildings.