Australian National University

Position Description

College/Division:	ANU College of Asia and the Pacific
Faculty/School/Centre:	Coral Bell School of Asia Pacific Affairs
Department/Unit:	Political and social Changes
Position Title:	Postdoctoral Fellow
Classification:	Academic Level A
Position No:	44157
Responsible to:	Head of Department, Political and Social Change
Number of positions that report to this role:	Nil
Delegation(s) Assigned:	D8

PURPOSE STATEMENT:

The ANU College of Asia and the Pacific (CAP) leads intellectual engagement with the Asia-Pacific region through research, teaching and contributions to public debate, and seeks to set the international standard for scholarship concerning the region.

The Coral Bell School of Asia Pacific Affairs (Bell School) is a world-leading centre for research, education, and policy analysis on international and Asia Pacific politics, security, diplomacy, and strategic affairs. The School comprises a number of vibrant, interdisciplinary, intellectual communities: the Department of International Relations, the Strategic and Defence Studies Centre, the Department of Political and Social Change, and the Department of Pacific Affairs.

The ANU Philippines Institute serves as the university's academic hub for Philippines research and engagement activities.

A Level A Academic (Research Intensive) is expected to contribute towards the research effort of the institution and to develop their research expertise through the pursuit of defined projects relevant to the particular field of research.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

The Postdoctoral Fellow will be based in the Department of Political and Social Change and be a member of the ANU Philippines Institute.

The Postdoctoral Fellow reports to Head of Department and works with Department, Institute, School, College, and University colleagues to deliver key strategic outcomes in research and outreach.

The Postdoctoral Fellow is expected to contribute towards the research effort of the Department and Institute and to develop their research expertise through the pursuit of defined projects relevant to the Philippines and their discipline area.

Role Statement:

- Undertake independent research in Political Science or a related discipline, with a focus on the domestic socio-political affairs of the Philippines, with a view to publishing original and innovative results, presenting research at academic seminars and national and/or international conferences, and collaborating with other researchers at a national and/or international level.
- Collaborate with senior staff to seek and secure external research funding, including assisting with the preparation and submission of grant applications to competitive funding bodies.
- Participate actively in ANU Philippines Institute conferences, workshops, seminars and other events;
- Assist with outreach and engagement activities, including engagement with prospective students, research institutes, civil society, government, industry, the media and the broader public.
- Attend Departmental, School and College meetings and participate in meetings associated with the ANU Philippines Institute, including with external stakeholders such as the Australian Department of Foreign Affairs and Trade.

- Advice within the field of their research to postgraduate students;
- Undertake other duties as required from time to time consistent with the classification level of the position.
- Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity

SELECTION CRITERIA:

1. Holding a PhD in Political Science or a related discipline, with a focus on the domestic socio-political affairs of the Philippines is **essential**. Applicants who have not yet had the PhD conferred may apply if they have evidence that they have fulfilled all the requirements of the program.
2. Ability to conduct research and contribute to obtaining research grants.
3. Ability to interact with relevant professional/government organisations.
4. Demonstrated well-developed oral and written communication skills in English, with the ability to liaise effectively and/or develop positive relationships with a diverse range of staff and students.
5. Proven ability to work co-operatively in a small team environment.
6. A demonstrated understanding of equal opportunity principles and policies and a commitment to their application in a university context.

Employment in this position is conditional on satisfactory results in accordance with the Background Checking Procedure which sets out the types of checks required by each type of position. All appointments are required to make relevant declarations to comply with the National Higher Education Code to Prevent and Respond to Gender-Based Violence.

Supervisor/Delegate Name:		**Date:**	

References:
Professional Staff Classification Descriptors
Minimum Standards for Academic Levels (MSAL)

Australian National University

Pre-Employment Work Environment Report

Position Details

College/Div/Centre	ANU College of Asia and the Pacific	**Dept/School/Section**	Bell School, PSC
Position Title	Postdoctoral Fellow	**Classification**	Academic Level A
Position No.		**Reference No.**	

In accordance with the Work Health and Safety Act 2011 (Cth) the University has a primary duty of care, so far as reasonably practicable, to ensure the health and safety of all staff while they are at work in the University.

- This form is used to advise potential applicants of work environment and health and safety hazards prior to application.
- This form must be completed by the supervisor of the position. Without this form jobs cannot be advertised.
- Once an applicant has been selected for the position they must familiarise themselves with the University WHS Management System Handbook.
- The hazards identified below are of generic nature in relation to the position. It is not correlated directly to training required for the specific staff to be engaged. Identification of individual WHS training needs must be in accordance with WHS Local Training Plan and through the WHS induction programs and Performance Development Review Process.
- Information regarding reasonable workplace adjustments that may be required to enable an individual to fulfil the inherent requirements of their position is available at 2024_ANU Inherent Requirements Reference Table.pdf

Potential Hazards

Please indicate whether the duties associated with appointment will result in exposure to any of the following potential hazards, either as a **regular** or **occasional** part of the duties.

TASK	regular	occasional	TASK	regular	occasional
key boarding	☒	☐	laboratory work	☐	☐
lifting, manual handling	☐	☐	work at heights	☐	☐
repetitive manual tasks	☐	☐	work in confined spaces	☐	☐
organizing events	☐	☐	noise / vibration	☐	☐
fieldwork & travel	☐	☒	electricity	☐	☐
driving a vehicle	☐	☐			
NON-IONIZING RADIATION			**IONIZING RADIATION**		
solar	☐	☐	gamma, x-rays	☐	☐
ultraviolet	☐	☐	beta particles	☐	☐
infra red	☐	☐	nuclear particles	☐	☐
laser	☐	☐			
radio frequency	☐	☐			
CHEMICALS			**BIOLOGICAL MATERIALS**		
hazardous substances	☐	☐	microbiological materials	☐	☐
allergens	☐	☐	potential biological allergens	☐	☐
cytotoxics	☐	☐	laboratory animals or insects	☐	☐
mutagens/teratogens/ carcinogens	☐	☐	clinical specimens, including blood	☐	☐
pesticides / herbicides	☐	☐	genetically-manipulated specimens	☐	☐
			immunisations	☐	☐

PSYCHOSOCIAL HAZARDS (please specify):

OTHER POTENTIAL HAZARDS (please specify):