

Position description

RESEARCH ASSISTANT: NATIONAL INDIGENOUS BUSINESS SCHOOL

Job title	Research Assistant
Reports to	Associate Professor Sharlene Leroy-Dyer, Director, Indigenous Business Hub, University of Queensland Caroline Falshaw, ABDC Executive Officer
Applications open to	Doctoral or postgraduate students in business or related discipline
Direct reports	0
Contact for applicant enquiries	Caroline Falshaw, ABDC Executive Officer: office@abdc.edu.au

About the ABDC

The Australian Business Deans Council (ABDC) is the authoritative and collective voice of university business faculties and schools. Our 37-member schools educate 16% of all domestic university students and 39% of international students. We advocate for the critical and impactful role that teaching and research across business disciplines plays in supporting the Australian economy and addressing social and environmental challenges.

Through our networks, we support associate deans and general managers with networking and professional development opportunities. As the peak body for university business education, our role is to ensure that those with political, social, cultural and economic influence appreciate and support the contribution that business education makes to Australia's future.

Overview

The Research Assistant is responsible for coordinating and researching for the successful delivery of the National Indigenous Business School (NIBS) evaluation. The evaluation is being supported by the ABDC, and the evaluation will be done in collaboration between three university business schools that have previously hosted the NIBS program: University of Queensland Business School, University of Melbourne Business School and University of New South Wales Business School.

The NIBS program has been held in locations across Australia since 2018. NIBS is a week-long residential program for Indigenous students in years 10 and 11 with an interest in business and university business studies.



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The purpose of the evaluation is to complete a pilot study with three past cohorts of the NIBS program to understand ascertain:

1. did those students gain entry to university,
2. was NIBS the determining factor in the decision to go to university,
3. did those students enter a Business-related field at university, and
4. if those students are not at university, what they are doing now.

The Research Assistant is responsible for a range of research activities across the project, including (but not limited to) coordinating research plans and activities, monitoring and evaluating research outcomes; ensuring projects/activities are delivered on time and within budget; engaging with research key stakeholders in conjunction with key members of the research team.

Duties

Duties and responsibilities include, but are not limited to:

- Under the key members of the research team, undertake advanced elements of research, in accordance with the research discipline and methodology
- Applying specialist technical skills or knowledge to research activities
- Maintaining accurate records of research and results/outcomes
- Ensuring a high standard of research housekeeping, ensuring Indigenous Data Sovereignty in storage and research management
- Assisting with developing a proactive safety culture and implement continuous improvement
- Assisting with the development of research/analytical protocols
- Maintaining comprehensive preparation notes and instructions for self and others to use
- Ensuring compliance with approved ethics protocols
- Contributing to research outputs, joint preparation and authorship of reports/manuscripts
- Assisting with designing complex research studies
- Other duties, as reasonable directed by the supervisor

Selection criteria

This position is an identified position for an Aboriginal and or Torres Strait Islander applicant.

- Aboriginality is a genuine occupational qualification and is authorised under section 14(d) of the Anti-Discrimination Act 1997 (NSW).
- Relevant qualification with subsequent experience, or an equivalent combination of relevant experience and/or education/training.
- Excellent verbal and written communications skills with high attention to detail and the ability to draft documents, reports and submissions.



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- Demonstrated research-relevant knowledge and skills with expertise in a wide range of specialist and general research techniques, including Indigenous Knowledges and Indigenous research methodologies
- Strong interpersonal and communication skills with proven ability to produce clear, succinct documentation
- Well-developed problem-solving skills, with an ability to forward plan, prioritise tasks to meet deadlines and work with a high level of adaptability, both independently and as part of a team
- The ability to liaise effectively with a wide range of stakeholders in a research environment
- Advanced computer literacy skills, including experience with a wide range of software applications.
- An understanding of, or the ability to acquire knowledge of university operations, policies and procedures.

Contract

Casual contract for 150 hours to undertake the work described.

Location of work

Remote work or co-location arrangements will be considered.

Level and salary

Role is classified under the reference agreement (the University of Queensland Enterprise Agreement) as HEW 5.2. Hourly rate \$55.19 plus 17% superannuation contribution.