

POSITION DESCRIPTION



Research Officer



POSITION DETAILS

Position Title	Research Officer
Classification	HEW 6
Position Number	7016418
School/Office	School of Arts
Division	Office of the Provost

POSITION PURPOSE

The Research Officer will support the School of Arts and associated Research Centres, contributing to the preparation of grant applications and reports, assisting in maintaining communication with project partners and stakeholders.

The Research Officer will primarily support research projects focused on journalism and media practices in the Global South, with a focus on policy and pedagogical approaches to multi-perspectival communication. The Research Officer will assist with literature reviews, data collection, data entry, basic data analysis, and the preparation of research materials. The role involves supporting the research team in various administrative and research related tasks to ensure the smooth progress of projects.

KEY ACCOUNTABILITIES

1. Oversight of research activities, including project management, research, liaison with partners.
2. Represent and promote research project both internally, within the University, and externally (industry, government, media etc.) and manage relationships with project partners.
3. Develop and manage high level budget expenditure.
4. Undertake qualitative and/or quantitative analysis of research data and assist in the preparation and presentation of academic papers and reports.
5. Liaise with other researchers, academics and research students.
6. Manage administrative duties such as scheduling meetings, maintaining accurate records and files, and monitoring project expenditure and milestones.
7. Prepare ethics applications, grant applications and research reports.
8. Coordinate and implement data storage in accordance with University policy and NSW legislation.

QUALIFICATIONS, EXPERIENCE AND SKILLS

1. Postgraduate qualifications or equivalent experience in a relevant media and communication discipline, and experience working in a higher education research setting.
2. Demonstrated research experience in journalism and/or media studies, and a demonstrated commitment to, and interest in, Global South representation and multiculturalism.
3. Expertise with a range of methodologies pertaining to media studies, and the analysis of both quantitative and qualitative data.
4. Well developed written communication skills encompassing the ability to conduct literature reviews, write research reports and to prepare ethics and funding applications, and provide editorial advice on scholarly publications.
5. Experience in complex project management, with excellent organisational, administrative and time management skills, including the capacity to pay attention to detail, multi task and meet deadlines.
6. Highly developed oral and interpersonal communication skills, with the ability to deal with a wide range of people and interests, and to work as a member of a team or team leader.
7. Ability to undertake relationship management with partners in the higher education, industry, government and not-for-profit sectors.
8. Ability to use advanced databases and information systems, as well as the ability to research topics online and to learn and apply new technologies to support project delivery.

KEY RELATIONSHIPS

- **This position reports to:** Dean, School of Arts
- **This position supervises:** N/A
- **Key internal relationships:**
 - Dean, School of Arts
 - Directors and Associates Deans
 - Professional and Academic Staff within the Faculty
 - Colleagues within the Research Office, Library and Other Departments
- **Key external relationships:**
 - Research Partners: Government, Non-Profit and Industry

CHALLENGES

1. Achieving project aims by performing analysis, writing reports and liaising with/assisting other members/students participating in the research projects and other research work as deemed necessary.
2. Managing stakeholder needs.
3. Acting autonomously, but with supervision from the Dean of The School of Arts.

UNIVERSITY EXPECTATIONS

The University expects that all employees are aware of, and comply with legislation and Western's policies and procedures relevant to the position, including but not limited to:

- Code of Conduct
- Work Health and Safety and Wellbeing Management System
- Enterprise Agreement or Award
- Anti-discrimination principles, Equal Employment Opportunity and staff and student equity.

Approved by: People and Culture Partner

Date: 4 June 2026