

# POSITION DESCRIPTION



## Postdoctoral Research Fellow



### POSITION DETAILS

<b>Position Title</b>	Postdoctoral Research Fellow
<b>Classification</b>	Level B
<b>Position Number</b>	7012922
<b>School/Office</b>	Centre for Western Sydney
<b>Division</b>	Office of the Deputy Vice Chancellor, Western Sydney & External Engagement

### POSITION PURPOSE

The Postdoctoral Research Fellow provides support for the Centre for Western Sydney's research activities and develops collaborative research and engagement initiatives with other research organisations, government and community partners.

This position works closely with the Director, Centre for Western Sydney; Chief Economist; and Government, Community Engagement and Impact Coordinator to deliver diverse research outputs, develop partnerships, and enhance and expand the profile and impact of the Centre and its work.

The Postdoctoral Research Fellow will undertake primary research, gather research materials and data, undertake data analysis, apply for research ethics approval, complete day to day research project management activities and will prepare and track project budgets.

This position will be involved in a range of academic activities including the development and implementation of research grant proposals and consultancy briefs, the preparation and writing of reports, journal articles, issues papers and other research outputs. The position includes working closely with the Government, Community Engagement and Impact Coordinator, leading the Monitoring and Evaluation (M&E) activities of the Centre as required.

This position will work closely with research and professional staff and will be encouraged to develop collaborations with units across the University as well as foster relevant relationships external to the University.

### KEY ACCOUNTABILITIES

- 1. Independent and collaborative research**
  - Develop and contribute to major research projects.
  - Conduct extensive, professional and thorough literature reviews.
  - Coordinate and undertake independent fieldwork.
  - Prepare ethics applications.
  - Analyse complex data, including quantitative and qualitative datasets.

- Research projects are delivered to a high standard and are aligned with the Centre's strategic objectives and those of project partners.

2. **Research outputs**

- Produce conference and seminar papers and/or publications based on the research conducted.
- Research publications are of a high-quality and promote the interests of Western Sydney effectively.
- All research documentation is independently written and clear.

3. **Data analysis**

- Undertake complex qualitative and/or quantitative analysis.
- Use appropriate and up to date tools to ensure accurate reportable results.
- Data is stored in accordance with appropriate policy and legislation.

4. **Project Management**

- Limited administrative functions related to the management of research projects.
- Manage research project budgets including monitoring, analysing, reporting and forecasting income and expenditure.
- Project finances are professionally managed with expenditure matching the forecast and budgeted items.
- Support the monitoring and evaluation, and impact assessment work provided by the Centre.

5. **Teamwork**

- Provide support to the Executive Director and Senior Manager/Director.
- Provide supervision and mentorship to the Research Assistants.
- Work as an effective member of a dynamic research team.
- Attend meetings associated with the research or work of the Centre for Western Sydney.
- The Centre is appropriately represented and promoted at meetings and opportunities are followed up on.

## QUALIFICATIONS, EXPERIENCE AND SKILLS

1. A PhD or equivalent in a discipline relevant to the work of the Centre for Western Sydney, such as economics, sociology, geography, law, politics or cultural studies. Those with a submitted PhD that is currently under examination may be considered.
2. A strong understanding of the challenges and opportunities faced by the Western Sydney region and communities and demonstrated experience engaging in relevant research and/or advocacy initiatives.
3. Demonstrated experience and specialised knowledge in all facets of research project management, including project design and project management from commencement to finalisation and management of project budgets.
4. Demonstrated experience in conducting extensive and effective literature reviews as well as excellent writing skills evidenced in the authoring or co-authoring of journal articles, ethics applications, literature reviews, and research reports.
5. Demonstrated experience in conducting qualitative research and independent fieldwork, and experience in quantitative data collection and/or analysis.
6. Demonstrated high-level analysis and excellent problem-solving skills in relation to managing complex research projects with firm deadlines.

## KEY RELATIONSHIPS

**This position reports to:** Director, Centre for Western Sydney

**This position supervises:** n/a

**Key internal relationships:**

- Director, Centre for Western Sydney
- Chief Economist, Centre for Western Sydney
- Government, Community Engagement and Impact Coordinator, Centre for Western Sydney
- Centre for Western Sydney staff

**Key external relationships:**

- Western Sydney Advocacy organisations
- External research organisations

## CHALLENGES

- Balancing independent research activity with collaborative, partner-driven projects that have differing priorities, expectations and timelines.
- Managing multiple concurrent research projects, often with firm deadlines and fixed budgets, while maintaining a high standard of academic rigour and output quality.
- Navigating complex stakeholder environments, including government, community and external research partners, where policy, political and community sensitivities must be carefully managed.
- Responding to changing funding landscapes and grant requirements, including contributing to competitive grant applications and consultancy briefs under time pressure.
- Working with a high degree of autonomy while also aligning work closely with the Centre's strategic objectives and the priorities of senior leadership.

## 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 as minor changes by:** Lead People & Culture Partner

**Date:** 29/01/2026