

Position Description – Research Officer in Criminology

Updated 18/9/25

POSITION DETAILS

College/Portfolio	College of Business, Government and Law
Organisational Unit	Criminology
Supervisor (Title)	Matthew Flinders Professor, Criminology
Classification	Higher Education Officer Level 6
Employment Type	Fixed term, full-time

POSITION SUMMARY

The Research Officer will work under general to broad supervision in undertaking activities for the Australian Research Council funded Industry Laureate grant *'Breaking the Prison-Reoffending Cycle: A Desistance From Crime Approach'* (IL240100059) to help achieve project outcomes. The Research Officer will be responsible for: coordination and preparation of research documentation and ethics applications; liaising with relevant stakeholders (including but not limited to Governors and other senior leaders of NSW correctional centres, senior and other personnel in professional roles across Corrective Services NSW, national and international leaders in correctional theory and practice including members of the Project Advisory Group); assisting with data collection, storage and some limited types of analysis; undertaking literature reviews; assisting with collation of data for report writing and publications; and organising project team travel itineraries.

UNIVERSITY EXPECTATIONS AND VALUES

All staff at Flinders are responsible for understanding their obligations and responsibilities as set out in the University's code of conduct and are expected to:

- demonstrate commitment to the University's values of Integrity, Courage, Innovation, Excellence, and the underlying ethos of being Student Centred;
- contribute to the efficient and effective functioning of the team or work unit to meet the University's objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members, if required, and undertaking other key responsibilities or activities as directed by one's supervisor;
- promote and support an inclusive workplace culture which values diversity and embraces the principles of equal opportunity;
- perform their responsibilities in a manner which reflects and responds to continuous improvement; and
- familiarise themselves and comply with the University's *Work Health and Safety, Injury Management and Equal Opportunity* policies.

A Nationally Coordinated Criminal History Check (NCCHC) which is satisfactory to the University will be required by Flinders University before the successful applicant can commence in this position.

KEY POSITION RESPONSIBILITIES

The Research Officer will be responsible for:

- Working with the Project Leads (the Chief Investigator, Post Doctoral and PhD candidates) to support and enhance their research and research-related activities.
- Preparation and monitoring of ethics applications (University and Industry-based submissions).
- Sourcing and reviewing/summarising relevant literature and other information.
- Maintenance of data collection tools and systems as well as some data analysis.
- Organising, attending and summarising actions of meetings as well as organising other key events/conferences.
- Assisting to prepare and revise publications and presentations.
- Design and maintenance of a whole of project website including disseminating and updating project findings through the website and other avenues.
- Coordinating, planning and executing tasks required to collaborate with industry partners.
- Contributing to establishing and maintaining collaborations within the University, and at State, national and international levels in order to improve research outputs and publications.
- Any other responsibilities in line with the level of the position as assigned by the Supervisor and/or the University.
- Some out of hours work (including weekends) as well as rural SA, interstate and overseas travel, may be required.

KEY POSITION CAPABILITIES

- Tertiary qualification in relevant discipline and/or significant demonstrated skills, knowledge and experience in research.
- Demonstrated ability to critically review literature efficiently and effectively (in relevant fields).
- Demonstrated knowledge of data analysis software and research documentation systems.
- Demonstrated ability in preparation of peer-reviewed publications and presentations.
- Well-developed communication skills (written and interpersonal) with demonstrated ability to liaise with a wide range of internal and external stakeholders.
- Demonstrated ability to deal with confidential and sensitive matters of a complex nature.
- Proven ability to work both independently and as part of a team through collaborative research, including the ability to provide routine direction to junior staff/students.
- Demonstrated, well-developed time-management and organisational skills with the ability to work to deadlines in an academic environment.
- Computer skills including MS Office, Adobe suite and may include statistical analysis packages or qualitative research packages.