



Research Coordinator – Position Description
5 year contract (0.6 FTE)

Reports to: Principal

Member of: Faculty & Academic Committee

Stirling Theological College is the national College of Churches of Christ in Australia and a partner with Churches of Christ Vic/Tas. It was founded in 1907 as the College of the Bible. It is a member College of the University of Divinity. The College has a reputation for a range of courses in theology, pastoral care, pastoral supervision, chaplaincy studies and ministry formation. Its courses in the higher education provision (HEP) sector are offered through its partnership with the University of Divinity (UD).

Stirling is committed to being biblically-based, theologically reflective and ‘generous orthodox’ in nature. We value bringing the deeper story of Churches of Christ to cooperative ecumenical partnerships and dialogue and seek to relate theology to public and private life, Christian ministry and mission to Australia’s diverse community. We promote intellectual rigor and academic excellence. We see a core contribution in the development of leaders who can establish, form and guide churches, leaders, ministers and those committed to mission (in many of its diverse forms).

As a university College we are seeking to promote and develop a continually improving research culture among faculty and students. This includes the direct supervision of Higher Degree by Research (HDR) students; post-doctoral support of HDR students into places of ongoing research contribution; guidance and encouragement of faculty research (both peer reviewed and otherwise); recruitment and guidance of a preferred research culture; and other avenues of original research (both individually and as a team). The Research Coordinator oversees and guides this in partnership with industry partners, the College Board, Faculty and University of Divinity.

Role and Relationships

1. Member of Stirling Faculty

The Research Coordinator will be a key member of the Stirling faculty and is ultimately responsible for strategy and promotion of a successful research culture and its outputs. Additional appropriate duties may be assigned by the Principal as part of this role.

2. Key Duties

- 2.1 The Research Coordinator provides academic research leadership at Stirling and will maintain a research active status as defined by the University's Academic Staff Policy.
- 2.2 The Research Coordinator exercises significant authority in matters relating to HDR students and their supervisors, playing a leading role in quality assurance.
- 2.3 The Research Coordinator works collegially with academic staff at Stirling to foster a research culture, research innovation, research quality and to promote awareness of University policies and strategies concerning research.
- 2.4 The Research Coordinator is a member of the University's Research Committee (see Regulation 2 Academic Board, Determination 6.1.3).
- 2.5 The Research Coordinator works closely with Research Coordinators from other UD colleges and with the UD Director of Research, Research Services Officer and Research Development Coordinator.
- 2.6 The Research Coordinator will develop and monitor an effective Research Strategy.
- 2.7 The Research Coordinator will set an example for faculty and students in research output, quality and approach.

3. Responsibilities

- 3.1 The Research Coordinator plays a leading role in research activities such as:
 - a) Developing the research culture at Stirling and throughout the University
 - b) Monitoring research outcomes at Stirling, including peer reviewed publications and research-based impact and engagement activities
 - c) Admissions, enrolments, and orientation for HDR students, including provision of course advice and referral to appropriately qualified supervisors
 - d) Ensuring Supervision Agreements are in place for each HDR thesis
 - e) Ensuring appropriate training is available to supervisors
 - f) Supporting research students and their supervisors through confirmation, ethical review, and annual requirements such as research seminar attendance and annual reporting
 - g) Advising staff and research students on applying for research grants and scholarships
- 3.2 The Research Coordinator also plays a leading role in the integration of research, learning and teaching by:
 - a) Teaching at least one unit per semester at Stirling
 - b) Maintaining 'teaching active' status with UD

- c) Identifying potential HDR students who are currently in coursework degrees and tracking with them into various branches of research
- d) Contributing to the improvement of teaching, learning and research at Stirling

3.3 Specific responsibilities are assigned to Research Coordinators under the following University Policies:

- a) Academic Integrity Policy
- b) Admissions Policy – course advice to prospective students and applicants for admission
- c) Course Progress Policy – ensuring student progress is monitored and that action is taken when a student is at risk of unsatisfactory progress
- d) Enrolment Policy – oversight of enrolments in HDR, including recommending changes to candidature and leave of absence
- e) Inclusion Policy – Authorisation of a Student Support Plan for students with special needs
- f) Minor Thesis Policy – assistance with student preparation of a topic and identification of a suitable supervisor
- g) Research Grants Policy – oversight of Research Grant applications at a College
- h) Research Scholarships Policy – assessment of Research Scholarship applications
- i) Supervisors Policy – approval of the appointment of Supervisors and negotiation of a Supervision Agreement

Term of this Appointment

The term of this appointment of for five years from xxx until xxx. As with all faculty members, reappointments are subject to evaluation, review and the discretion of the Stirling Board in the year preceding the expiry of the term.

Leave

Four weeks per annum (*pro rata*) normally taken within one year of falling due, plus public holidays.

Sick Leave

Eight days per annum (*cumulative, pro rata*) with extensions, if required, by negotiation with the Principal.

Development Leave

This position is entitled to six months' Faculty Development Leave, otherwise called Sabbatical leave. This leave applies after initial employment of five years. Application should be made to the Principal indicating activity or study to be undertaken and how the College will benefit. (Reference: Stirling Faculty Development Leave Policy).

Other Employment Conditions

All other employment conditions, superannuation and leave entitlements are in accordance with CCVT policies for Ministers and are located on the CCVT website.

Code of Ethics

By signing below the named individual agrees to the listed terms and condition and indicates that they are willing to abide by the CCVT policy document: *The Practice of Ministry: Code of Ethics. Professional and Ethical Standards Applicable to People in Ministry in Churches of Christ.*

Signed,

XXX

Date

Signed,

ANDREW MENZIES, PRINCIPAL

Date