



Position Description

College/Division:	ANU College of Asia and the Pacific
Faculty/School/Centre:	School of International, Political and Strategic Studies
Department/Unit:	School of International, Political and Strategic Studies
Position Title:	Postdoctoral Fellow and Editor, <i>New Mandala</i>
Classification:	Academic Level A
Position No:	
Responsible to:	Fellow
Number of positions that report to this role:	None
Delegation(s) Assigned:	None

PURPOSE STATEMENT:

The ANU College of Asia and the Pacific leads intellectual engagement with the Asia-Pacific region through research, teaching and contributions to public debate, and seeks to set the international standard for scholarship concerning the region.

The School of International, Political and Strategic Studies is one of three Schools within the ANU College of Asia and the Pacific and is dedicated to advancing analysis and understanding of the international, political, societal, and strategic affairs of the Asia-Pacific region and its constituent countries.

New Mandala is based in the School of International, Political and Strategic Studies. It was founded in 2006 and since then has grown to become the preeminent online forum for academic discussions of Southeast Asian politics, societies and cultures. The Postdoctoral Fellow will expand the reach and impact of the website, working closely with academic colleagues and the advisory board.

KEY ACCOUNTABILITY AREAS

Position Dimension & Relationships:

New Mandala's Postdoctoral Fellow and Editor will research and write in their area of expertise while playing the key role in the website's daily maintenance, including through content creation, liaison with contributors, production of special features, and responses to breaking events. The Postdoctoral Fellow and Editor will be provided with support, guidance and direction from senior staff, with an increasing degree of autonomy over time.

Role Statement:

The Postdoctoral Fellow and Editor of *New Mandala* will be expected to:


1. Contribute to the academic success of the School of International, Political and Strategic Studies as an active researcher, and by supporting its growing portfolio of educational and outreach activities;
2. Conduct independent research, writing and outreach activities to support the mission of *New Mandala*, including through the editing of content submitted for publication on the website, with limited supervision, and with a view to publishing original and innovative materials;
3. Maintain *New Mandala's* daily operations through the production of a website that meets the needs of a diverse, global audience looking for academic insights and analysis on the Asia-Pacific region;
4. Proactively manage administrative functions connected with the research, writing and outreach activities of *New Mandala*, including through interaction with prospective student collaborators and interns, research institutes, industry bodies, government, the media and the general public;
5. Assist with and collaborate on other research activities as appropriate and develop an independent research agenda related to online issues in the Asia-Pacific region;
6. Attend meetings associated with *New Mandala* and the School of International, Political and Strategic Studies, including regular meetings of the *New Mandala* Academic Advisory Board, and other representative duties as required;
7. Offer advice within the specialist areas of the Postdoctoral Fellow and Editor's academic research to

- colleagues and students, including as a mentor for graduate students;
8. Contribute appropriately to teaching activities in the School of International, Political and Strategic Studies. In future this may include as convener of a new course on "Digital Politics in the Asia-Pacific" region.
 9. Complete other duties as allocated by the supervisor or the Vice-Chancellor consistent with the classification of this position.
 10. Comply with all ANU policies and procedures, and in particular those relating to workplace health and safety and equal opportunity provisions.

SELECTION CRITERIA:

To be considered for the position of Postdoctoral Fellow and Editor, candidates must address each of the selection criteria, and present a detailed CV with contact information of 3 referees.

1. Postgraduate qualifications in Asian studies, political science, anthropology, economics or related fields and a demonstrated capacity for independent research. Degree studies to doctoral level (or progress towards) is highly desirable.
2. Demonstrated writing experience as an academic, journalist or analyst, and significant experience editing the work of others to tight deadlines. Academic experience related to Southeast Asia will be highly regarded.
3. Effective editorial judgment as demonstrated through work in fast-paced environments where decisions must balance a wide-range of competing priorities, and where original research findings require rapid dissemination.
4. High-level aptitude with online publishing tools relevant to the academic environment, including photo and video editing, content management systems, and databases. Some exposure to standard coding languages and protocols is highly desirable.
5. Ability to teach and mentor students to a high standard as well as an ability to develop curriculum.
6. Knowledge of the social and legal environment in which online publishing flourishes, including moderation policies, copyright and defamation.
7. A demonstrated understanding of equal opportunity principles and policies and a commitment to their application in a university context.

Supervisor Signature:		Date:	17 December 2014
Printed Name:	Nicholas Farrelly	Uni ID:	U3208194

References:

[General Staff Classification Descriptors](#)

[Academic Minimum Standards](#)