**Executive summary**

The Institute for Applied Ecology requires an experienced administrator to manage its operations. We need someone with university qualifications, significant experience in managing accountability and negotiation experience in managing pressure with a close knit team and research environments, experience in managing people and financial processes, knowledge of university activities and experience at the tertiary level and the ability to work collaboratively.

The successful candidate will have strong research background in the field studies of earth surface dynamics and experience in leadership roles in education and research. This role will be a dual service position.

**Qualifications**

- Relevant degree in Natural or Environmental Sciences
- Proven experience managing a team
- Excellent planning and organisational skills
- Strong interpersonal and communication skills
- Ability to work under pressure

**Responsibilities**

- Manage the Institute's finances and operations
- Represent the Institute at relevant meetings
- Oversee the Institute's strategic and research activities

**Applications**

For further information about this position please contact Karen Mow, on (02) 9450 0030 or karenm@monash.edu

Closing date: 7 November 2010

**Notes**

- The Institute is an equal opportunity employer and welcomes applications from all sections of the community.
- The successful candidate will be required to obtain a valid intercept card and to undertake a criminal conviction check in order to undertake the requirements of the position.

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**School of Journalism and Australian Studies**

Derryn Hinch is a highly regarded Australian media figure, born in Sydney, New South Wales. He is the founder and director of Hinch Media, a multimedia communications company. Hinch has been a television and radio presenter, journalist, and political commentator. His career has been marked by a passion for investigative journalism and a commitment to free speech and political independence.

Hinch Media is a leading media company that provides entertainment and news content across various media platforms, including television, radio, and digital media. The company is known for its investigative journalism, documentaries, and talk shows. Hinch Media has won numerous awards for its work, including the prestigious Logie Award for Best Talk Show for its show, Derryn Hinch's Big Issue.

Hinch Media is committed to providing high-quality content that informs and entertains its audiences. The company has a strong commitment to ethical journalism and a dedication to telling the truth, even when it is uncomfortable or unpopular. Hinch Media is also dedicated to supporting and promoting the work of Australian journalists and media professionals.

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**AFTRS Scholarship Program**

The PhD Scholarship Program 2011 is a scholarship program offered by AFTRS, a leading media and entertainment institution in Australia. The program offers scholarships for students who are interested in pursuing a PhD in the fields of media and entertainment.

The scholarship program provides funding for students to conduct research and undertake coursework leading to a PhD degree. The scholarships are available across a range of disciplines, including film, television, radio, and digital media.

The successful applicant will be expected to conduct research on a topic of their choice and to contribute to the field of media and entertainment. The scholarship also includes funding for travel and conference attendance, as well as access to a range of resources and facilities.

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**Faculty of Science and Information Technology**

School of Environmental and Life Sciences

The Institute for Applied Ecology is a research institute within the Faculty of Science and Information Technology at the University of Newcastle. The Institute has a focus on environmental and life sciences research, with a particular emphasis on sustainability and biodiversity conservation.

The Institute is home to a range of programs and initiatives, including research groups, centres, and collaborations. The Institute also provides opportunities for students to undertake research and complete their PhD degrees.

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**The University of Queensland**

The University of Queensland is a research-intensive university located in Brisbane, Queensland, Australia. The university offers a range of undergraduate and postgraduate programs in a variety of fields, including science, technology, engineering, and mathematics. The university is also committed to sustainability and has a strong focus on social responsibility.

The university is a member of the Group of Eight, a group of Australia's leading research-intensive universities. The university is also a member of the International University Association and has partnerships with universities around the world.

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**Newspaper**

The headline of the newspaper is about the changes in the higher education sector in Australia. The article discusses the challenges faced by institutions in terms of their curriculum, there are still different sets of operating as well as significant challenges in terms of opportunity in teaching and research supervision.

This stubbornly shows little sign of change. With limited transition from further to higher education and the cultural norms of TAFE, it is important to consider the student perspective as well as the institution's perspective. Ignoring the entrenched prejudices of further education and the entrenched beliefs of research supervision can lead to serious consequences.

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**SCHOOL of LANGUAGES AND CULTURAL STUDIES**

The School of Languages and Cultural Studies at the University of Queensland offers a range of undergraduate and postgraduate programs in languages and cultural studies. The School is committed to fostering a diverse and inclusive learning environment, with a focus on teaching and research in the fields of linguistics, cultural studies, and applied linguistics.

The School offers a range of courses, including introductory and advanced levels in languages, as well as courses in cultural studies and applied linguistics. The School also offers opportunities for students to undertake research and complete their PhD degrees.

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**School of Health Sciences**

School of Medicine and Public Health

The School of Medicine and Public Health at the University of Newcastle is a research-intensive school with a focus on health sciences. The School offers a range of undergraduate and postgraduate programs in a variety of fields, including medicine, nursing, and public health.

The School is committed to fostering a diverse and inclusive learning environment, with a focus on teaching and research in the fields of medicine, nursing, and public health.

The School offers a range of courses, including introductory and advanced levels in medicine, nursing, and public health. The School also offers opportunities for students to undertake research and complete their PhD degrees.

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**School of Education**

Faculty of Education and Social Science

The Faculty of Education and Social Science at the University of Newcastle offers a range of undergraduate and postgraduate programs in education and social science. The Faculty is committed to fostering a diverse and inclusive learning environment, with a focus on teaching and research in the fields of education and social science.

The Faculty offers a range of courses, including introductory and advanced levels in education and social science. The Faculty also offers opportunities for students to undertake research and complete their PhD degrees.