

Position Description – Research Officer

Position Details

Position Title:	Research Officer
Position Number:	New
College/Portfolio:	College of Design and Social Context
School/Group:	School of Global, Urban and Social Studies, Centre for Urban Research
Campus Location:	Based at the city campus.
Classification:	Academic Level A Salary Schedule: http://www.rmit.edu.au/browse:ID=ewhtlt73t01
Employment Type:	Fixed Term (Research) <i>Note: See Reasons for fixed term appointments guideline for explanation of fixed term categories</i>
Time Fraction:	0.7

RMIT University

RMIT is a global university of technology, design and enterprise. Our mission is to help shape the world through research, innovation, teaching and engagement, and to create transformative experiences for our students, getting them ready for life and work.

One of Australia's original educational institutions founded in 1887, RMIT University now has 82,000 students including 12,000 at postgraduate level.

The University enjoys an international reputation for excellence in professional and practical education, applied and innovative research, and engagement with the needs of industry and the cities in which we are located.

With three campuses in Melbourne (Central Business District, Brunswick and Bundoora), two in Vietnam (Hanoi and Ho Chi Minh City) and a centre in Barcelona, Spain, RMIT is a truly global university. RMIT also offers programs through partners in Singapore, Hong Kong, mainland China, Indonesia, Sri Lanka, Belgium, Germany, Austria and The Netherlands, and enjoys research and industry partnerships on every continent.

RMIT prides itself on the strong industry links it has forged over its 129-year history. Collaboration with industry is integral to the University's leadership in applied research and education, and to the development of highly skilled, globally focused graduates.

We are a 5-Star university under the QS Stars international evaluation system, and are 21st in the world among universities less than 50 years old (2015 QS Top 50 Under 50 index).

RMIT features among the world's top 200 institutions in 13 of the 30 subject areas in the 2015 QS subject rankings. We are among the world's top 100 universities in Art and Design; Architecture and the Built Environment; Engineering (Civil and Structural; Electrical and Electronic; and Mechanical, Aeronautical and Manufacturing); Computer Science; and Business and Management Studies.

The University's research was ranked among the best in the world in the 2015 Excellence in Research for Australia evaluation. RMIT was rated "well above world standard" in 13 fields and "above world standard" in a further nine fields.

www.rmit.edu.au

College of Design and Social Context

The College of Design and Social Context encompasses RMIT University's renowned art, communication, built environment, design, education and social science disciplines and is comprised of seven schools. The college has 23,000 students and 980 staff.

For more information about the college including the schools, research centres and staff resources, visit the college homepage at www.rmit.edu.au/dsc

Position Summary

The Research Officer will undertake research activities in line with the University's research strategy. The Centre for Urban Research within the School of Global, Urban and Social Studies undertakes a range of research projects in areas including housing, sustainability, urban planning and climate change adaptation. The Research Officer will carry out research and administration tasks as part of the Beyond Behaviour Change research program within the Centre for Urban Research (<http://cur.org.au/research-programs/beyond-behaviour-change/>). In particular, the successful applicant will work across several projects on heat stress, climate change adaptation and smart home technologies. It is expected that the Research Officer will work with an increasing degree of autonomy as skills and experience develop. Key tasks will include recruitment activities for qualitative fieldwork, assistance with conducting fieldwork activities (including interviewing households and key stakeholders), data processing and management, collation and analysis of research materials, literature reviewing, research administration, assistance with report and publication writing, and other tasks as required.

Reporting Line

Reports to: Senior Research Fellow

Organisational Accountabilities

RMIT University is committed to the health, safety and wellbeing of its staff. RMIT and its staff must comply with a range of statutory requirements, including equal opportunity, occupational health and safety, privacy and trade practice. RMIT also expects staff to comply with its policy and procedures, which relate to statutory requirements and our ways of working.

Appointees are accountable for completing training on these matters and ensuring their knowledge and the knowledge of their staff is up to date.

Key Accountabilities

- Provision of efficient and effective research project co-ordination duties, desktop research, data collection, management and analysis under limited supervision.
- Contribution to research outputs.
- Administration related to the position.
- Contribution to new research project development, in conjunction with senior team members.

Key Selection Criteria

1. Ability to work autonomously to co-ordinate and deliver research projects, including managing timelines, complex tasks, varying workloads and changing priorities.
2. Qualitative research skills including interviewing skills and use of qualitative data analysis software.
3. Well-developed understanding of social context and disadvantage as it relates to policy and planning.
4. Demonstrated writing ability in an academic context (e.g. research reports) and familiarity with publishing in peer-reviewed journals and reviewing academic literature.
5. Demonstrated high level communication skills and ability to confidently and effectively work co-operatively with colleagues, community, and industry partners.
6. Established conceptual and analytical skills.

Qualifications

Mandatory: Undergraduate qualification in a relevant social science discipline (e.g. sociology, geography, cultural studies), and/or demonstrated professional experience in a related field. Applicants need to have a current Visa that entitles the applicant to work in Australia. The successful applicant must have capacity to conduct occasional periods (1-2 weeks) of fieldwork independently in interstate locations including regional areas.

Preferred: Postgraduate qualification (e.g. Masters or PhD) in relevant social science discipline (e.g. sociology, geography, cultural studies).

Note: Appointment to this position is subject to passing a Working with Children check.

Endorsed:	Signature: Name: Title: Date:	Approved:	Signature: Name: Title: Date:
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