RESEARCH OFFICER – URBAN MODELLING

DEPARTMENT/UNIT  
CRC Water Sensitive Cities

FACULTY/DIVISION  
Provost and Senior Vice-President portfolio

CLASSIFICATION  
HEW Level 4

WORK LOCATION  
Clayton campus

ORGANISATIONAL CONTEXT

Monash is a university of transformation, progress and optimism. Our people are our most valued asset, with our academics among the best in the world and our professional staff revolutionising the way we operate as an organisation. For more information about our University and our exciting future, please visit www.monash.edu.

The Provost and Senior Vice-President is the Chief Academic Officer of the University and is responsible for: setting the University’s academic strategy and priorities with view to improving the education and research performance of the University; oversight of faculties, academic related portfolios and university-wide CRCWSCs and institutes; oversight of academic staffing including recruitment, development, reward and recognition, policies and procedures; strategic leadership for the delivery of academic programs; identifying and cultivating interdisciplinary areas of excellence and collaboration.

The CRC for Water Sensitive Cities (CRCWSC) was established on 1st July 2012 with a $30 million grant (over 7 years) awarded in the 2011 round of the Australian Government’s Cooperative Research CRCWSCs (CRC) program. In collaboration with 74 research, industry and government partners, the CRC has established research hubs at Monash University, the University of Western Australia and the University of Queensland and will shortly establish one in Singapore. Participating organisations will contribute $27 million in cash and $59 million in kind to the operation of the CRCWSC over a 9 year time frame. Participating industry and government partner organisations come from five states in Australia plus a number of international organisations. The CRC will guide capital investments of more than $100 Billion by the Australian water sector and more than $550 Billion of private sector investment in urban development over the next 15 years.

POSITION PURPOSE

The Cooperative Research Centre for Water Sensitive Cities (CRCWSC) is seeking to appoint a Research Officer with interest, expertise and experience in computer modelling of urban water systems to support its Tools and Products sub-program. The Officer will work as part of an interdisciplinary research team with the CRCWSC and industry stakeholder to provide computation modelling support for flood, environmental and integrated water management solutions for cities in Australia and Internationally. As part of the CRCWSC’s Tool and Products sub program, under the direction of Dr Christian Urich from the Monash University Department of Civil Engineering, the Research Officer will apply and develop innovative modelling solutions for integrated urban water management to support adoption projects and associated activities in cities in Australia and overseas, including India and China.
In particular, as part of the RISE (Revitalising Informal Settlements and Their Environments) project, the Research Officer will support the design urban flood solutions for informal settlements in Fiji and Indonesia.

The Research Officer is responsible for the delivery of professional technical and modelling services to support the activities of the CRC for Water Sensitive Cities. The Research Officer may be the first point of contact for enquiries and dependent on the level of experience and expertise of the incumbent, may be required to provide sound and timely advice and support to all stakeholders. It is expected that Research Officer will undertake modelling activities and research support, project administration, industry reporting, and other activities that support strategic research positioning of the CRCWSC.

The incumbent will be employed by Monash University and seconded to the CRCWSC for the duration of the contract; both appointments will end simultaneously.

**Reporting Line:** The position reports to the leader of the CRCWSC Tools and Products sub-program and the Chief Executive Officer of the CRCWSC under routine supervision

**Supervisory Responsibilities:** Not applicable

**Financial Delegation:** Not applicable

**Budgetary Responsibilities:** Not applicable

### KEY RESPONSIBILITIES

1. Provide a range of administrative tasks and services including undertaking established processes, providing front-line services, responding to queries, maintaining supplies, word processing, providing administrative support to committees and projects and producing reports

2. Provide high levels of support services in accordance with best practice guidelines, policy, procedure and protocols

3. Maintain service standards, including those applying to privacy, confidentiality and procedures for issues resolution

4. Prepare reports and other documentation for research leaders, committees, funding bodies and other relevant stakeholders

5. Ensure compliance with established research methodology, policy, protocols, OHS and regulatory requirements and take steps to identify and minimise OHS risks where appropriate

6. Provide feedback and suggestions about improvement of services and contribute to and participate in activities to ensure a positive workplace culture

7. Build and sustain effective working relationships with a network of colleagues, research collaborators and other stakeholders to support and facilitate research objectives

### KEY SELECTION CRITERIA

**Education/Qualifications**

1. The appointee will have:
   - A diploma in a relevant field with subsequent relevant experience; or
   - an equivalent combination of relevant experience and/or education/training

**Knowledge and Skills**

2. Analytical, technical, data analysis and research skills and a demonstrated capacity to develop and implement effective technical and research processes and systems

3. Excellent organisational skills, including the ability to set priorities, manage time and plan work to meet deadlines

4. Demonstrated project coordination skills with the ability to support projects through to completion in accordance with agreed standards and timeframes
5. Demonstrated ability to work as an effective member of a team as well as the ability to exercise high levels of independence, judgement and initiative

6. Proven ability to adhere to protocols, standards and guidelines, including a thorough understanding of confidentiality, privacy and research ethics principles as required

7. Well-developed written and verbal communication skills, including the ability to interact with a diverse range of stakeholders and negotiate positive outcomes to complex issues

8. Experience with advanced technologies including equipment and software, and demonstrated ability to quickly adapt to and learn new systems

9. Strong computational flood, environmental and integrated urban water modelling skills

10. Excellent data modelling and analysis skills using Excel, Python or MATLAB

OTHER JOB RELATED INFORMATION

- National and some international travel will be required
- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which taking of leave may be restricted

LEGAL COMPLIANCE

Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including: Equal Employment Opportunity, supporting equity and fairness; Occupational Health and Safety, supporting a safe workplace; Conflict of Interest (including Conflict of Interest in Research); Paid Outside Work; Privacy; Research Conduct; and Staff/Student Relationships.