POSITION DESCRIPTION

Position Title: Research Assistant
Organisation Unit: School of Biological Sciences
Position Number: 3026505
Type of Employment: Fixed Term (1 year), Full Time
Classification: HEW Level 6

THE UNIVERSITY OF QUEENSLAND

The University of Queensland (UQ) contributes positively to society by engaging in the creation, preservation, transfer and application of knowledge. UQ helps shape the future by bringing together and developing leaders in their fields to inspire the next generation and to advance ideas that benefit the world. UQ strives for the personal and professional success of its students, staff and alumni. For more than a century, we have educated and worked with outstanding people to deliver knowledge leadership for a better world.

UQ ranks in the world's top universities, as measured by several key independent ranking, including the Performance Ranking of Scientific Papers for World Universities (43), the US News Best Global Universities Rankings (52), QS World University Rankings (47), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (60). UQ again topped the nation in the prestigious Nature Index and our Life Sciences subject field ranking in the Academic Ranking of World Universities was the highest in Australia at 20.

UQ has an outstanding reputation for the quality of its teachers, its educational programs and employment outcomes for its students. Our students remain at the heart of what we do. The UQ experience – the UQ Advantage – is distinguished by a research enriched curriculum, international collaborations, industry engagement and opportunities that nurture and develop future leaders. UQ has a strong focus on teaching excellence, winning more national teaching excellence awards than any other in the country and attracting the majority of Queensland's highest academic achievers, as well as top interstate and overseas students.

UQ is one of Australia's Group of Eight, a charter member of edX and a founding member of Universitas 21, an international consortium of leading research-intensive universities.

Our 50,000-plus strong student community includes more than 13,000 postgraduate scholars and more than 12,000 international students from 144 countries, adding to its proud 240,000-plus alumni. The University has about 7,000 academic and professional staff and a $1.8 billion annual operating budget. Its major campuses are at St Lucia, Gatton and Herston, in addition to teaching and research sites around Queensland and Brisbane city. The University has six Faculties and four University-level Institutes. The Institutes, funded by government and industry grants, philanthropy and commercialisation activities, have built scale and focus in research areas in neuroscience, biomolecular and biomedical sciences, sustainable minerals, bioengineering and nanotechnology, as well as social science research.
UQ has an outstanding track-record in commercialisation of our innovation with major technologies employed across the globe and integral to gross product sales of $11billion+ (see http://uniquest.com.au/our-track-record).

UQ has a rapidly growing record of attracting philanthropic support for its activities and this will be a strategic focus going forward.

The Faculty of Science is an internationally recognised provider of world-class education and research. A research-intensive Faculty, with a gross budget in excess of $300M, employs approximately 1,500 continuing and fixed-term staff and teach around 6,000 full-time equivalent coursework students (EFTSL).

The Faculty teaches agriculture, biology, chemistry, earth sciences, food science, geography, marine science, mathematics, physics, planning, both environmental sciences and management and veterinary science, to undergraduate and postgraduate coursework students enrolled in a range of degree programs including science, engineering and health and medicine. The Faculty provides the community with the next generation of professionals and graduates who are sufficiently scientifically literate and numerate to be effective in understanding, managing and addressing complex problems, including those in energy, food supply, health, environment and sustainability.

Research conducted in the Faculty of Science includes fundamental research across a wide range of scientific disciplines and a vibrant portfolio of applied research, well linked to industry and government, particularly in its areas of Agriculture and Food Sciences, Geography and Earth Sciences, Ecology and Environment, and Veterinary Sciences.

The Faculty comprises six Schools: Biological Sciences, Earth and Environmental Sciences, Agriculture and Food Science, Chemistry and Molecular Biosciences, Mathematics and Physics, and Veterinary Science.

The School of Biological Sciences is part of the Faculty of Science and is one of the largest and most successful of its type in Australia, with 49 full-time academic staff, and over 200 enrolled PhD students. The School has broad expertise across ecology and evolution, molecular and quantitative genetics, paleobiology, developmental biology, behaviour, plant and animal physiology, and conservation biology. Our research programs involve a diverse array of taxa, ranging across microbes, animals and plants, including a particular focus in the areas of marine biology and entomology. Unique opportunities for biological research and teaching are provided by our proximity to a stunning array of marine and terrestrial subtropical habitats and their endemic biodiversity. A number of research programs in the School take advantage of major model-organism systems, including Drosophila, C. elegans, and Arabidopsis, and many include a strong quantitative and modelling focus.

Information about the Faculty and the School may be accessed on the Faculty’s web site at http://www.biology.uq.edu.au/.

Information for Prospective Staff

Information about life at UQ including staff benefits, relocation and UQ campuses is available at - http://www.uq.edu.au/current-staff/working-at-uq
DUTY STATEMENT

Primary Purpose of Position

Provide key research support to Associate Professor Rod Fensham and work with a team of researchers and students to conduct vegetation surveys, focussing on rare plant species. The position will also provide assistance with data analysis.

Duties

Duties and responsibilities include, but are not limited to:

Research

• Work with a team, which includes academics, PhD, honours students and interns to collect and analyse data on native vegetation including the ecology of rare plant species
• Design, develop and test major experiments and research
• Set up and use equipment for a range of experiments and demonstrations including high level diagnostic of systems
• Operate equipment and prepare reports
• Provide authoritative advice within area of specialisation
• Processing accounts receivable (raising invoices and receipting payments) according to the relevant University policy
• Processing casual salary claims in accordance with relevant University policy
• Assisting with the preparation and distribution of monthly financial reports

Administration

• Co-ordinate and liaise with various industry partners, students and volunteers
• Accounting and management of grant budget, ordering of equipment and supplies, reimbursement forms
• Assisting staff and students to complete Travel Forms, Fieldwork Safety Plans and Risk Assessments
• Organise logistics for field work.
• Any other duties as reasonably directed by your supervisor
**Other**

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:

- the University’s Code of Conduct
- requirements of the Queensland occupational health and safety (OH&S) legislation and related OH&S responsibilities and procedures developed by the University or Institute/School
- the adoption of sustainable practices in all work activities and compliance with associated legislation and related University sustainability responsibilities and procedures
- requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related responsibilities and procedures developed by the University

**Organisational Relationships**

The position reports to Associate Professor Rod Fensham.
SELECTION CRITERIA

**Essential**

- Completion of an undergraduate degree with subsequent relevant experience; or extensive experience and specialist expertise or broad knowledge in technical or administrative fields; or an equivalent combination of relevant experience and/or education.
- Ability to prioritise own workload and work independently and consistently while under sustained pressure to meet project deadlines
- Strong demonstrated organisational skills and attention to detail
- Strong demonstrated experience at working in managing field including at remote field sites
- Management of large ecological datasets
- Demonstrated knowledge of data manipulation, statistical analyses and modelling within the R-programs
- High level Geographic Information System skills
- Excellent written and oral skills
- Experience in setting up complex experiments
- Experience in providing highly specialised technical services
- Ability to work collaboratively with colleagues, students and volunteers, with strong interpersonal skills
- Ability to exercise independent judgement
- Experience assisting honours and postgraduate students with their laboratory requirements

The University of Queensland values diversity and inclusion.

Applications are particularly encouraged from Aboriginal and Torres Strait Islander peoples.