POSITION DESCRIPTION

Position Title: Research Assistant
Organisation Unit: Centre for Social Responsibility in Mining, SMI
Position Number: 3074408
Type of Employment: Full-time, Fixed-Term
Classification: HEW Level 5

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 CWTS Leiden Ranking (32), the Performance Ranking of Scientific Papers for World Universities (40), the US News Best Global Universities Rankings (42), QS World University Rankings (47), Academic Ranking of World Universities (54), and the Times Higher Education World University Rankings (66). Excluding the award component, UQ is now ranked 45th in the world in the ARWU, and is one of the only two Australian universities to be included in the global top 50.

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 53,000-plus strong student community includes more than 16,400 postgraduate scholars and more than 17,000 international students from 135 countries, adding to its proud 260,000-plus alumni. The University has more than 6,600 academic and professional staff (full-time equivalent) and a $2.15 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+.

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

Organisational Environment

The University of Queensland's Sustainable Minerals Institute (SMI) is a world-leading research institute integrating the expertise of technical, environmental and social specialists to deliver responsible resource development across the life of mine. We are dedicated to finding knowledge-based solutions to the sustainability challenges of the global minerals industry, and training the next generation of industry leaders.

SMI is home to six research centres and a Centre of Excellence based in Chile. We have a strong track record in developing world leading solutions in exploration, mining, mineral processing, workplace health and safety, mine rehabilitation, social responsibility, water and energy.

At SMI, we are truly independent, objective and rigorous and our researchers have experience working across the research, government and industry sectors. We offer professional development training to many of our partners and can tailor courses to suit industry trends or company needs. We offer supervision to PhD students and are proud that our alumni are now in senior roles in resource companies and government organisations around the world.

SMI comprises seven major research Centres:
  o WH Bryan Mining and Geology Research Centre
  o Julius Kruttschnitt Mineral Research Centre
  o Centre for Social Responsibility in Mining
  o Minerals Industry Safety and Health Centre
  o Centre for Mined Land Rehabilitation
  o Centre for Water in the Minerals Industry
  o International Centre of Excellence in Chile


Centre for Social Responsibility in Mining (CSRM) focuses on the social, cultural, economic and political challenges that occur when change is brought about by mineral resource extraction. The Centre contributes to industry change through independent research, teaching and by convening and participating in multi-stakeholder dialogue processes. The team consist of anthropologists, sociologists, political scientists, economists, engineers, development and natural resource specialists.

Information for Prospective Staff

Information about life at UQ including staff benefits, relocation and UQ campuses is available online. The University of Queensland Enterprise Agreement outlines the position classification standards for Levels A to E.
DUTY STATEMENT

Primary Purpose of Position

To provide research support in the social aspects of mining and extractive industries.

Duties

Duties and responsibilities include, but are not limited to:

Research
Work with the CSRM Director and Senior Team to:

- Support CSRM’s overall program of research and education.
- Contribute to developing a program of applied and contract research in the social aspects of mining, including writing of proposals and other grant applications.
- Support the Director and Senior Team with programs of research, including those with external funding (e.g. liaison with industry, government and other grant bodies).
- Assist with Centre outputs (e.g. reports, papers and training materials) by drafting, proofing, formatting and co-ordinating team inputs.
- Collaborate to conduct applied research (e.g. conducting interviews, administering surveys, reviewing literature) and consider co-publishing scholarly papers.
- Work with colleagues and postgraduates in the development of joint research projects – both commissioned and independent.

Administration

- Provide general research support to the Director and the Senior Team.
- Provide support to the Director and the Senior Team on confidential projects with potentially sensitive and/or confidential data.
- Provide research administration support to the Director and Senior Team (e.g. drafting correspondence, meeting agendas, minutes, data protection).
- Participate in committees to support the Centre or Institute (e.g. working groups).
- Any other duties as reasonably directed by the Director.

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
  - 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 the Centre Director, CSRM.

SELECTION CRITERIA

- A degree in a relevant subject area such as sociology, social geography, international development, economics, law or an equivalent combination of relevant experience and/or education/training.
- Demonstrated knowledge in the area of social impacts of mining.
- Experience in a research environment.
- An ability to establish effective relationships and work collaboratively with colleagues.
- Proven ability to work successfully both independently and collaboratively as part of a multi-disciplinary research team.
- Sound organisational and problem-solving skills.
- Ability to prioritise own workload, work independently and meet deadlines.
- Commitment to upholding the University’s values, and with the outstanding personal qualities of openness, respectfulness and integrity.

Vaccinations and Immunisation

It is a condition of employment for this role that if you are required now or in the future, to work or interact in Queensland Health clinical facility; or in an equivalent clinical health facility; or health care role; or will be required to perform work tasks that put you at risk of exposure to vaccine-preventable disease you are required to be immunised against, and remain immunised against, certain vaccine preventable diseases (VPDs) in accordance with the University’s Vaccinations and Immunisation Guidelines (PPL 2.60.08). The employee is required to provide evidence of immunisation against VPDs.

The University of Queensland values diversity and inclusion and actively encourages applications from those who bring diversity to the University. Please refer to the University’s Diversity and Inclusion webpage for further information and points of contact if you require additional support.

This role is a full-time position; however flexible working arrangements may be negotiated.

Accessibility requirements and/or adjustments can be directed to recruitment@uq.edu.au.