POSITION DESCRIPTION

Position Title: Research Assistant
Organisation Unit: Office of the Pro-Vice-Chancellor (Indigenous Engagement)

Type of Employment: Fixed term, until 31/12/2018. FTE negotiable.
Classification: HEW Level 5/6

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 (65). 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.

Organisational Environment

Office of the Pro-Vice-Chancellor (Indigenous Engagement)

The Office of the Pro-Vice-Chancellor (Indigenous Engagement) is responsible for:

- leading the strategic development, implementation and monitoring of the whole-of-University approach to Indigenous Learning, Discovery and Engagement;
- strengthening leadership within the University in relation to Indigenous Education; and
- building links within the community.

The Office of the PVC (IE) also oversees the Aboriginal and Torres Strait Islander Studies Unit (ATSISU).

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

The primary purpose of the Research Assistant position is to perform tasks under the direction of the Pro-Vice-Chancellor (Indigenous Engagement) relating to a range of discrete research projects. The role will undertake a range of duties typically associated with research administration, such as conducting literature reviews, collecting and analysing data, coordinating and attending project meetings, and assisting in the preparation of materials and submissions to granting agencies and bodies.

Duties

Duties and responsibilities include, but are not limited to:

- Conduct literature reviews, provide advice to the Project team on research or matters of specific relevance;
- Collect and analyse data, including the appropriate management and record keeping of any project or data materials;
- Coordinate and attend project meetings; summarise and coordinate outcomes;
- Prepare project reports for the project team, and funding body/agency;
- Prepare other articles, reports and presentations;
- Assist in the general management of the project budget, and the appropriate management of project funds;
- Undertake other duties as required by the Pro-Vice-Chancellor (Indigenous Engagement).
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 the Pro-Vice-Chancellor (Indigenous Engagement).

**SELECTION CRITERIA**

**Essential**

- A degree with honours in a relevant field, or other relevant qualification with subsequent relevant experience, or an equivalent combination of relevant experience and/or education/training.
- Demonstrated understanding of the principles of effective project management within the context of University research;
- Conduct literature reviews, collect, collate and analyse data, and assist with the writing of reports and articles;
- Excellent written and interpersonal skills, including the ability to communicate with a wide range of stakeholders;
- Ability to work independently with limited supervision and manage time effectively under conflicting demands;
- Ability to interpret and apply policies and procedures and funding/project guidelines;
- Experience in the use of a wide range of computer applications in a network environment (particularly Microsoft Excel, word, and research tools/software)
- Demonstrated understanding and acceptance of the diversity of Aboriginal and Torres Strait Islander identities and cultures, and ability to communicate and work successfully with Aboriginal and Torres Strait Islander peoples;
- Other research duties as directed.

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 ([http://www.uq.edu.au/equity](http://www.uq.edu.au/equity)) for further information and points of contact if you require additional support.
Accessibility requirements and/or adjustments can be directed to the contact person listed in the job advertisement.