Position Description

Title: Senior Research Officer

Faculty/Office: Science and Engineering

Department/Team: Various

Position Purpose: To provide high level administration, personal assistant and research support to the Centre Director for the ARC Centre of Excellence in Synthetic Biology in the planning, implementation and dissemination of research projects and Centre activities.

ORGANISATIONAL CONTEXT

The Faculty of Science and Engineering strives to maintain a high quality and dynamic curriculum that encompasses the forefront of scientific discovery. There is a strong emphasis on research led teaching with all units incorporating departmental research in their curriculum and enquiry based laboratory sessions.

The newly awarded ARC Centre of Excellence in Synthetic Biology (CoESB), is administered by Macquarie University (Administering Organisation) and has 9 nodes at Australian Universities consisting of 19 Chief Investigators and 15 partner organisations located in Australia and throughout the world.

The ARC Centre of Excellence in Synthetic Biology (CoESB) will provide the technical innovation critical for Australia to develop a vibrant bioeconomy building on the nation’s strengths in agriculture. For thousands of years we have used microbes to create bread, wine, cheese. Now, our Centre will pioneer new approaches to the design of synthetic microbes, enabling the development of custom-designed microbial communities, synthetic organelles and new to nature biological pathways and enzymes. CoESB will combine engineering with molecular biology to design and construct novel biological systems that can convert biomass from agriculture or waste streams to biofuel, bioplastics and other high-value chemicals.

ORGANISATION CHART
<table>
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<tr>
<th>KEY ACCOUNTABILITIES</th>
<th>POSITION CONTEXT</th>
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| • Provide support for the Director, ARC CoE in Synthetic Biology including drafting summary papers, reports, presentations and other material to support the Directors engagement with the ARC CoE’s nodes, international partners and collaborators, with the university, industry and government  
• Coordinate the operations of the Paulsen research group  
• Provide diary management, preparation of meeting agendas and minutes and administrative support to the CoESB Centre Director, ensuring confidentiality and professionalism in dealing with sensitive matters.  
• Gather, collate and contribute to analysis of data and information to support the Centre Director and Centre Executive Team in making decisions.  
• Maintain detailed and current knowledge of the Centre’s strategic and operational priorities and how these intersect with Australian Research Council funding rules and requirements.  
• Contribute to the collection, analysis and management of data and records which may include one or more of the following:  
  • Undertake library or archival searches for material relevant to the research and prepare bibliographies for use by the Paulsen Research group  
  • Design and conduct standard research experiments, case studies and/or questionnaires  
  • Evaluate and interpret the results for presentation as analysed data  
  • Prepare reports resulting from surveys, investigations, tests, observations and related activities  
  • Database construction, computation and extraction using data from a range of major data suppliers | Reports to:  
Director ARC CoE Synthetic Biology  
Positions Reporting to:  
Direct: nil  
Indirect: nil  
Key Direct Clients:  
• Chief Investigator and Partner Investigators  
• COO and immediate team  
• Paulsen Research Group Group  
Other Key Relationships:  
• Faculty administrative teams (IT, Finance, Facilities) Research Services  
• Faculty Research Office  
• Business Development Manager, ARC CoE in Synthetic Biology  
• ARC CoESB nodes and International Partners  
• Australian Research Council and other grant funding bodies  
Budget Accountability:  
Nil  
Role-specific Conditions:  
• Out of Hours work may be required  
  Travel to other nodes may be required  
Scope and autonomy:  
Within defined parameters, adapts and develops processes, procedures, systems and/or techniques that impact how work is performed.  
Problem solving:  
Regularly identifies, designs, develops and implements improvements to work procedures, practices, systems and/or techniques. |
- Comply with relevant EEO and WHS regulations.
- Perform any other duties as required and as appropriate for the incumbent’s HEW level.

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<tr>
<th>COMPETENCIES</th>
<th>Attributes</th>
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<tr>
<td>Planning and Execution: Managing time and resources to complete tasks and achieve objectives.</td>
<td>Perseverance: Persevering despite obstacles to ensure tasks are completed.</td>
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<td>Quality Focus: Ensuring accuracy and quality when completing tasks.</td>
<td>Flexibility: Responding effectively to unexpected or changing circumstances.</td>
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<td>Communication: Effectively articulates key messages, both verbally and in writing, adapting to suit context and audience.</td>
<td>Reliability: Meeting commitments and responsibilities.</td>
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<td>Service Focus: Making students, staff, alumni and other key contacts and their needs a priority.</td>
<td>Interpersonal Impact: Making a positive impression on others in a range of interpersonal contexts.</td>
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<td>Relationship Management: Establishing effective working relationships with others.</td>
<td>Resilience: Dealing effectively with and recovering quickly from setbacks or pressure.</td>
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<td>Teamwork: Working in collaboration with others to achieve shared goals.</td>
<td>Accountability: Assuming responsibility for making decisions and delivering agreed outcomes.</td>
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<td>Integrity: Maintaining confidentiality, discretion and professionalism.</td>
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**CAPABILITY FRAMEWORK**

Capability Frameworks describe the behaviours, skills, attributes and experience required to successfully perform a position or group of similar positions.
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<tr>
<th>REQUIRED KNOWLEDGE</th>
<th>ACQUIRED KNOWLEDGE</th>
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<tr>
<td>Qualifications, technical and/or professional skills and information needed from day one for successful performance.</td>
<td>Organisational and/or professional skills and information to be developed within the first 3 to 6 months in the role for successful performance.</td>
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<td>Degree (PhD preferable) in a relevant discipline or an equivalent combination of training and experience</td>
<td>Knowledge of the faculty/office’s functions and structure.</td>
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<td>Knowledge and understanding of research documentation including bibliography, data entry, proof reading and citation styles</td>
<td>Knowledge of Faculty’s and CoESB’s policies, systems, processes and procedures.</td>
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<tr>
<td>Solid understanding of research design and methodology</td>
<td>Knowledge of what other areas of the University do and how they interact with the faculty/office.</td>
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<td>Knowledge of external factors affecting Centre activities (eg: ARC CoE Funding rules, grantsmanship, Partner/ Industry SynBio ecosystem)</td>
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**KEY EXPERIENCES**

Practical experiences and exposure to specific environments or activities related to successful performance.

- Writing research reports
- Research skills in bibliography, data entry, proof reading and citation styles
- Using advanced databases and information systems and search scientific literature
- Experience providing PA and diary management to senior managers.
- Preparing agendas, presentations, minutes, reports and papers.
- Working with qualitative and quantitative data analysis software
- Working independently within a research environment
- Communicating with and working as part of a team
- Building and managing a relationships with a diverse range of stakeholders
- Reading and interpreting data.