



## Position Description

<b>Position Title:</b>	Research Assistant
<b>College/Division:</b>	ANU College of Science
<b>Faculty/School/Centre:</b>	Research School of Biology
<b>Department/Unit:</b>	Ecology and Evolution
<b>Classification:</b>	ANU Officer Grade 4 (Research)
<b>Position No:</b>	
<b>Responsible to:</b>	Professor Adrienne Nicotra

### PURPOSE STATEMENT

This position provides operational support for an Australian Research Council (ARC) Linkage grant: Living on the edge: How do Australian plants cope when pushed to their limits? The work will be undertaken in the Nicotra Laboratory in the Research School of Biology at the Australian National University (ANU).

### Position Dimension & Relationships:

The Research Assistant works as part of a multi-institutional ARC-funded project team, liaising with a wide range of stakeholders and providing assistance with the implementation of research directions. The Research Assistant supports the research activities of its members (students, visitors and Postdoctoral Fellows) to maintain a high standard of research within the lab group and for the project.

### Role Statement:

Under general direction, the Research Assistant will:

1. Provide support to the research team, including but not limited to:
  - Assisting with the coordination of field campaigns, collect quantitative data including locating and identifying plants and applying protocols to measure thermal tolerance in the field;
  - Contributing to the development of experimental protocols, including adaptation of physiological measurement equipment to field and glasshouse conditions;
  - Assisting with set up and monitoring large-scale glasshouse and growth chamber experiments;
  - Assisting in the provision of practical instruction to graduate, honours and undergraduate students, new Postdoctoral Fellows and visiting collaborators to assist them in acquiring the required skills for their projects;
  - Assisting in the preparation of research reports and papers and literature reviews, including any archival work;
  - Performing library, internet and literature searches and preparing bibliographies;
  - Creating, testing, maintaining and managing relevant databases;
  - Assisting in the ethics approval for the research team as required.

2. Assist in statistical analysis as required and prepare and disseminate relevant analysis reports to internal and external stakeholders, including external funding agencies;
3. Support the timely and on-budget delivery of the project and monitor various sources to identify relevant funding opportunities;
4. Provide general support on a range of research related matters, including purchasing, coordinating team meetings, coordinating the communications to various stakeholders and organising relevant travel and events;
5. Participate in workshops and professional networks across campus to develop a broad base of industry knowledge and provide input to improve the area's research practices and processes;
6. Comply with all ANU policies and procedures, in particular those relating to work health and safety and equal opportunity;
7. Perform other duties as requested, consistent with the classification level of the position and in line with the principle of multi-skilling.

## **SELECTION CRITERIA**

1. Honours or Masters degree, equivalent VET qualification or demonstrated relevant experience in a research or research support role in a related discipline and an interest in a field closely related to plant ecology, evolution, physiology and/or conservation.
2. Sound knowledge of quantitative research methodologies. Experience in survey design, implementation, data collection and analysis of high volume research data may be regarded positively.
3. Experience of and desire to conduct fieldwork, including willingness to be away from home for extended periods under sometimes extreme weather conditions.
4. Demonstrated ability for lateral thinking and problem-solving, including the capacity to exercise appropriate judgement and consultation for trouble-shooting unexpected challenges.
5. Demonstrated effective interpersonal skills and verbal and written communication skills, including the ability to draft various research related papers, and an ability to consult and liaise effectively and professionally with a wide range of people in a culturally diverse environment.
6. Proven organisational skills and attention to detail, with a demonstrated ability to prioritise own workload and to work effectively both independently and as part of a team, meeting competing deadlines and delivering high-quality outcomes.
7. Experience using information systems, including the ability to generate reports and demonstrated skills using the MSOffice suite, in particular Excel. Experience in using high-level statistical software (e.g. R, SAS, SPSS) and bibliographical managements software (e.g. EndNote) may be regarded positively.
8. A demonstrated understanding of equal opportunity principles and policies and genuine commitment to their application in a University context.

**References:** [Professional Staff Classification Descriptors](#)



Australian  
National  
University

## Pre-Employment Work Environment Report

### Position Details

College/Div/Centre	COS	Dept/School/Section	RSB/EE
Position Title	Research assistant	Classification	ANUO 4 (Research)
Position No.		Reference No.	

In accordance with the Occupational Health and Safety Act 1991 the University has a duty of care to provide a safe workplace for all staff.

- This form must be completed by the supervisor of the advertised position and forwarded with the job requisition to Appointments and Promotions Branch, Human Resources Division. Without this form jobs cannot be advertised.
- This form is used to advise potential applicants of work environment issues prior to application.
- Once an applicant has been selected for the position consideration should be given to their inclusion on the University's Health Surveillance Program where appropriate – see . [http://info.anu.edu.au/hr/OHS/\\_Health\\_Surveillance\\_Program/index.asp](http://info.anu.edu.au/hr/OHS/_Health_Surveillance_Program/index.asp) Enrolment on relevant OHS training courses should also be arranged – see [http://info.anu.edu.au/hr/Training\\_and\\_Development/OHS\\_Training/index.asp](http://info.anu.edu.au/hr/Training_and_Development/OHS_Training/index.asp)
- 'Regular' hazards identified below must be listed as 'Essential' in the Selection Criteria - see 'Employment Medical Procedures' at [http://info.anu.edu.au/Policies/\\_DHR/Procedures/Employment\\_Medical\\_Procedures.asp](http://info.anu.edu.au/Policies/_DHR/Procedures/Employment_Medical_Procedures.asp)

### Potential Hazards

- Please indicate whether the duties associated with appointment will result in exposure to any of the following potential hazards, either as a **regular** or **occasional** part of the duties.

TASK	regular	occasional	TASK	regular	occasional
key boarding	<input checked="" type="checkbox"/>	<input type="checkbox"/>	laboratory work	<input checked="" type="checkbox"/>	<input type="checkbox"/>
lifting, manual handling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	work at heights	<input type="checkbox"/>	<input type="checkbox"/>
repetitive manual tasks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	work in confined spaces	<input type="checkbox"/>	<input type="checkbox"/>
catering / food preparation	<input type="checkbox"/>	<input type="checkbox"/>	noise / vibration	<input type="checkbox"/>	<input type="checkbox"/>
fieldwork & travel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	electricity	<input type="checkbox"/>	<input type="checkbox"/>
driving a vehicle	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
<b>NON-IONIZING RADIATION</b>			<b>IONIZING RADIATION</b>		
Solar	<input checked="" type="checkbox"/>	<input type="checkbox"/>	gamma, x-rays	<input type="checkbox"/>	<input type="checkbox"/>
Ultraviolet	<input type="checkbox"/>	<input type="checkbox"/>	beta particles	<input type="checkbox"/>	<input type="checkbox"/>
infra red	<input type="checkbox"/>	<input type="checkbox"/>	nuclear particles	<input type="checkbox"/>	<input type="checkbox"/>
Laser	<input type="checkbox"/>	<input type="checkbox"/>			
radio frequency	<input type="checkbox"/>	<input type="checkbox"/>			
<b>CHEMICALS</b>			<b>BIOLOGICAL MATERIALS</b>		
hazardous substances	<input type="checkbox"/>	<input type="checkbox"/>	microbiological materials	<input type="checkbox"/>	<input type="checkbox"/>
allergens	<input type="checkbox"/>	<input type="checkbox"/>	potential biological allergens	<input type="checkbox"/>	<input type="checkbox"/>
cytotoxics	<input type="checkbox"/>	<input type="checkbox"/>	laboratory animals or insects	<input type="checkbox"/>	<input type="checkbox"/>
mutagens/teratogens/ carcinogens	<input type="checkbox"/>	<input type="checkbox"/>	clinical specimens, including blood	<input type="checkbox"/>	<input type="checkbox"/>
pesticides / herbicides	<input type="checkbox"/>	<input type="checkbox"/>	genetically-manipulated specimens	<input type="checkbox"/>	<input type="checkbox"/>
			immunisations	<input type="checkbox"/>	<input type="checkbox"/>
<b>OTHER POTENTIAL HAZARDS (please specify):</b>					