Position Description

College/Division:  ANU College of Engineering, Computing and Cybernetics
Department/Unit:  School of Cybernetics
Position Title:  Research Officer
Classification:  ANU Officer 5/6 (Research)
Responsible to:  Executive Officer, School of Cybernetics
Number of positions that report to this role:  Nil

PURPOSE STATEMENT:
The ANU College of Engineering, Computing and Cybernetics has embarked on a major initiative to reimagine the role of engineering and computing in the 21st century. As outlined in the CECC Strategic Intent – the College has a unique set of national responsibilities and an obligation to have a degree of impact befitting the only national university. To achieve such impact our College embodies principles and values to guide the pursuit of excellence in education; research, engagement and impact; and collegiality. These principles include: collaborative teamwork, common strategic intent, nurturing peer and junior staff members, and acting with purpose and professionalism. These attributes are articulated in the CECC Academic Performance Standards, which also indicate that each individual may pursue a unique path on the basis of their impact – which may cover a range of outputs and impact indicators. Our community contribute to making our environment the very best possible venue for all staff, stakeholder and student bodies.

KEY ACCOUNTABILITY AREAS:
The ANU College of Engineering, Computing and Cybernetics is an interdisciplinary venture, with the aim of housing the very best and brightest from around the world to find and solve problems – not just engineers or computer scientists, but also the brightest minds both from industry and other academic disciplines, with varied backgrounds and areas of expertise. We will reimagine the traditional engineering and computing disciplines. We believe the responsibility of engineers and computing experts in the 21st century is to bring together expertise on people, technological systems, and science to put technology at the service of creating a more sustainable, responsible and safe world.

The School of Cybernetics is a new organisation, and there is a critical need to design, drive and sustain a program of strategic activities that will launch the new School. The School will build on the foundational work of the Autonomy, Agency and Assurance Innovation Institute (3Ai). This is an opportunity to establish an innovative and forward-looking intellectual agenda, built on a diverse, inclusive culture.

The School of Cybernetics will initially have defined three broad focus areas, or activity clusters – the 3A Institute, Systems and Design. Each cluster will have an academic Lead who is responsible for leading the education, research and engagement activities in their area. This structure will allow for the concentration of resources and activities with a consequentially increased potential for meaningful impact. This role will support the School of Cybernetics team in delivering a strategic agenda of research, educational experiences and engagement activities.

Position Dimension & Relationships:
The position will be accountable to their supervisor and the Director of the School and will have regular interactions with the School’s professional and academic staff, College Professional Services Group, wider University community and external stakeholder groups, including in industry and government. The Research Officer is responsible for providing general support related to allocated research, engagement and education activities.

Role Statement:
Under general direction, the Research Officer will:
- Provide support to the research team, including but not limited to:
- Undertake research activities in a collaborative and cross-disciplinary environment. This may involve, at times, fieldwork and related activities.
- Assisting in the preparation of research profiles, papers and literature reviews, including any archival work.
• Performing library, internet and literature searches and preparing bibliographies.
• Help in the collection of data and the management of datasets
• Assist in the ethics approval for research projects if required;
• Assist in the propagation of this new body of knowledge through technology and/or the preparation of research outputs, including scientific papers, reports and presentations;
• Contribute to outreach activities including to prospective students, research institutes, industry, government, the media and the general public;
• Help establish relationships with industry, government and the wider research community to enhance cross-disciplinary collaborations and support the translation of research outcomes into applications;
• Provide support in the search and generation of resources to support the work of the School through engagement with a range of funding bodies and through new modes of industry engagement;
• Provide general support to the teaching activities of the School at the undergraduate and graduate levels, as well as other educational and knowledge transfer activities of the Institute targeted at a range of audiences;
• Actively contribute to all aspects of the operation of the School, College and University more broadly;
• Comply with all ANU policies and procedures, in particular those relating to work health and safety and equal opportunity;
• Perform other duties as requested, consistent with the classification level of the position and in line with the principle of multi-skilling.

See the classification descriptors for general staff\(^1\) and minimum standards for academic staff\(^2\)

**SELECTION CRITERIA:**

1. Degree or demonstrated relevant experience in a research or research support role in a related discipline and an interest in a field that is relevant to the work the School of Cybernetics;
2. Demonstrated effective interpersonal skills and verbal and written communication skills, including the ability to draft standard research papers, and an ability to consult and liaise effectively with a wide range of people from different disciplines;
3. 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;
4. Demonstrated ability to work collaboratively with team members coming from a range of backgrounds, fields and sectors;
5. Demonstrated capacity to develop and implement initiatives in alignment with the School’s strategic priorities, particularly in relation to building a diverse and inclusive community life;
6. A demonstrated understanding of equal opportunity principles and policies and a commitment to their application in a University context.

The ANU conducts background checks on potential employees, and employment in this position is conditional on satisfactory results in accordance with the Background Checking Procedure which sets out the types of checks required by each type of position.

ANU Officer Levels 5 and 6 are broadbanded in this stream. It is expected that at the higher levels within the broadband occupants will have a deeper understanding, and a more independent application, of the research theory and techniques.

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**References:**

General Staff Classification Descriptors
Academic Minimum Standards

\(^1\)Schedule 5 - General staff classification descriptors - Human Resources - ANU
\(^2\)Schedule 4 - Human Resources - ANU

For assistance please contact HR Division Ph. 6125 3346