Position Description

Position Title: Senior Research Officer
Classification: ANU Officer Grade 7 (Research)

PURPOSE STATEMENT:

The Senior Research Officer provides comprehensive, high level support on a diverse range of research activities, including the application of solid knowledge of the discipline and research skills to conduct research independently as part of the research team.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

The Senior Research Officer works closely with the lead researcher as part of the research team, contributing to the design and implementation of research directions and liaising with a wide range of stakeholder. The Senior Research Officer provides high level support to the research team, including monitoring contractual milestones and coordinating support aspects of allocated research activities. The selected candidate will work closely with staff in the Centre by undertaking literature reviews, data coding, qualitative analysis and drafting of reports. This position may be required to supervise junior Research and Administrative Assistants.

Role Statement:

Under broad direction, the Senior Research Officer will:

- Provide high level support to the research team, including but not limited to:
  - Coordinating the design and conducting of qualitative research studies and in the coding and analysis of data using qualitative software. This may involve conducting experimental work and/or fieldwork and related activities.
  - Preparing research profiles, research papers and literature reviews and undertaking relevant archival work.
  - Sourcing research materials utilising multiple sources including libraries, online publications and repositories.
  - Creating, testing, maintaining and managing complex databases.
  - Coordinating relevant approvals to ensure compliance with regulatory and policy requirements including the ethics approval for the research team, as required.
- Conduct high level qualitative data synthesis and analysis, including the preparation and development of the relevant analysis reports and briefs, presenting research findings to internal and external stakeholders in a public forum including conferences and workshops as required.
- Monitor contractual milestones to ensure compliance with relevant regulations, and undertake timely reporting to Research Offices and/ or external funding agencies.
- Coordinate the provision of efficient general support on a range of matters related to the allocated research activities, including ensuring effective communications with various stakeholders.
- Provide mentoring, training and support to junior project team members. This may involve, at times, direct staff supervision.
- Participate in workshops and professional networks across campus, develop extensive industry knowledge and participate initiatives to improve the area’s research practices and processes.
- 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 professional staff.
SELECTION CRITERIA:

1. Degree in a social science (with demonstrated qualitative methods training) or an equivalent combination of relevant experience and education/training. A Degree with Honours or equivalent may be regarded positively.
2. Sound knowledge of qualitative analysis and data coding, preferably thematic analysis.
3. Demonstrated high level verbal and written communication skills, including experience producing high-level business correspondence, project progress reports and various research related papers.
4. Demonstrated high level interpersonal skills, with an ability to mentor and supervise staff and an ability to consult and liaise effectively with a wide range of people in a culturally diverse environment.
5. 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.
6. High level computer skills with demonstrated experience using information systems to generate complex reports and skills using the MSOffice suite, in particular Excel. Demonstrated experience designing, implementing and maintaining databases for research purposes is required. Qualitative software experience (e.g., NVivo, Dedoose, ATLAS.ti) will be highly regarded.
7. 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.

Supervisor/Delegate Signature: Deirdre Howard-Wagner Date: 30 June 2023
Printed Name: Deirdre Howard Wagner Uni ID: U3594811

References:

Professional Staff Classification Descriptors

Academic Minimum Standards