



## Position Description

<b>College/Division:</b>	ANU College of Asia and the Pacific
<b>Faculty/School/Centre:</b>	Crawford School of Public Policy
<b>Department/Unit:</b>	Centre For Climate & Energy Policy
<b>Position Title:</b>	Senior Research Officer
<b>Classification:</b>	ANU Officer Grade 8 (Research)
<b>Position No:</b>	TBA
<b>Responsible to:</b>	Project lead

### PURPOSE STATEMENT:

The ANU College of Asia and the Pacific (CAP) leads intellectual engagement with the Asia-Pacific region through research, teaching and contributions to public debate. CAP seeks to set the international standard for scholarship concerning the region.

The Crawford School of Public Policy is one of four Schools within CAP and is one of the world's leading public policy schools. The Crawford School is home to recognised world-class expertise and experience in economics, political science, environmental management and development, especially in relation to the Asia-Pacific region.

The Centre for Climate & Energy Policy is a research unit within the Crawford School and conducts policy relevant research and engages in policy outreach focused on climate and energy policy in the Asia-Pacific region.

The current role is for research and policy outreach in a project focused on the decarbonisation of steel making, with a particular focus on the Chinese steelmaking sector, and the Australia-China links in current and fully decarbonised steelmaking value chains. Research and related outreach can be in social science fields including economic or public policy analysis.

### KEY ACCOUNTABILITY AREAS:

#### Position Dimension & Relationships:

The Senior Research Officer is responsible to the lead researcher in the design and implementation of research directions, applying high level research, analytical and problem solving skills to meet complex stakeholder requirements. The Senior Research Officer will have a particular focus on public policy analysis for climate change and energy and industrial transition, principally under a program of research and engagement on the Australia-China green steel supply chain. They will work as part of a multidisciplinary team which includes other academics and professional staff, maintaining close links with academic experts in related fields, and stakeholders in government, industry and civil society, and maintaining collaborations with project partners in China. The Senior Research Officer supervises junior Research and Administrative Assistants to provide high quality research support to academic staff, ensuring proactive, timely and effective management of all aspects of the allocated research activities.

#### Role Statement:

Under broad direction, the Senior Research Officer will:

- Manage the provision of pro-active, high level support to the research team, including but not limited to:
  - Managing the design and conduct of qualitative and quantitative research studies and the analysis of data. This may involve conducting or supervising experimental work and/or fieldwork and related activities.
  - Coordinating the preparation of research profiles and the sourcing of research materials utilising multiple sources including libraries, online publications and repositories and overseeing relevant archival work.

- Contributing independently to research output and managing the research team to contribute to high quality research outputs including drafting evaluation and assessment papers, preparing manuscripts and literature review.
- Designing and managing databases for the allocated research activities including coordinating the testing and maintaining of complex databases.
- Coordinating relevant approvals to ensure compliance with regulatory and policy requirements including the ethics approval for the research team as required.
- Contribute to the design and implementation of relevant research projects, advising on and developing new strategies, establishing project requirements, objectives, and research reference terms and writing research specifications, as required.
- Design and manage the conduct of high level data synthesis and analysis, develop and review the relevant analysis report and briefs including identifying key issues and making recommendations, disseminating and presenting relevant research findings through high quality publications, seminars, workshops and conferences.
- Provide high quality professional support with the logistical preparations and running of events, workshops and conferences, including speaker and participant liaison, venue booking, audio-visual arrangements, catering and RSVP coordination. Assist in the preparation of promotional materials for events using ANU templates for flyers, invitations and posters and other materials as required.
- Pro-actively manage and coordinate the operational aspects of the relevant research activities, assisting with the financial management of the research team, monitoring contractual milestones, adhering to reporting requirements, recommending and implementing measures to manage contingencies to ensure timely and on budget delivery of research output.
- Develop and maintain effective communications and relationships with various stakeholders and organisations associated with the research activities. Proactively identify and source relevant funding opportunities, assisting with developing funding proposals and grant applications
- Provide mentoring and effective supervision to junior staff to provide efficient and timely support for the research team ensuring that workloads are managed and all objectives and deadlines are met. This includes the management of more complex research related issues escalated by junior team members.
- Maintain knowledge of national and international research programs and discipline by participating in internal and external networks. Advise on and develop new strategies for the support and implementation of research programs and actively participate in the continuous improvement of the College 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.

## **SELECTION CRITERIA:**

1. Postgraduate qualification, or progress towards postgraduate qualifications in a closely related discipline and demonstrated extensive relevant experience in a research or research support role, or an equivalent combination of relevant experience and education/ training.
2. High and consistent record of intellectual input and achievement in research, including demonstrated experience using quantitative and qualitative research methodologies, designing and implementing research programs, surveys, collecting and analysing high volume, complex research data. Experience obtaining ethics approval for research projects may be regarded positively.
3. Experience working with Chinese stakeholders and Chinese language skills. Experience having worked in China, and experience working on policy analysis of climate change or energy/industrial transition, will be highly desirable.
4. Demonstrated high interpersonal and leadership skills, including experience in supervising junior staff and an ability to negotiate and influence a wide range of stakeholders.

5. Demonstrated high level verbal and written communication skills, including extensive experience writing speeches and strategies, producing high quality publications and briefs, project progress reports and various research related papers.
6. Proven organisational and project-management skills and attention to detail, with a demonstrated ability to prioritise own workload and to work effectively under limited supervision, meet competing deadlines and deliver high-quality outcomes.
7. High level computer skills with demonstrated experience using information systems to generate complex reports and skills using the MSOffice suite, in particular Excel. Experience designing, implementing and maintaining databases for research purposes is required. 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 high level of 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.*

<b>Supervisor/Delegate Signature:</b>		<b>Date:</b>	
Printed Name:		<b>Uni ID:</b>	

### References:

[Professional Staff Classification Descriptors](#)

[Academic Minimum Standards](#)



# Pre-Employment Work Environment Report

## Position Details

<b>College/Div/Centre</b>	ANU College of Asia and the Pacific	<b>Dept/School/Section</b>	Crawford School of Public Policy
<b>Position Title</b>	Senior Research Officer	<b>Classification</b>	ANU Officer 8 (Research)
<b>Position No.</b>		<b>Reference No.</b>	

In accordance with the Work Health and Safety Act 2011 (Cth) the University has a primary duty of care, so far as reasonably practicable, to ensure the health and safety of all staff while they are at work in the University.

- This form must be completed by the supervisor of the advertised position and appended to the back of the Position Description.
- This form is used to advise potential applicants of work environment and health and safety hazards prior to application.
- Once an applicant has been selected for the position they must familiarise themselves with the University WHS Management System via Handbook guidance <https://services.anu.edu.au/human-resources/health-safety/whs-management-system-handbook>
- The hazards identified below are of generic nature in relation to the position. It is not correlated directly to training required for the specific staff to be engaged. Identification of individual WHS training needs must be in accordance with WHS Local Training Plan and through the WHS induction programs and Performance Development Review Process.
- '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

<ul style="list-style-type: none"> <li>• Please indicate whether the duties associated with appointment will result in exposure to any of the following potential hazards, either as a <b>regular</b> or <b>occasional</b> part of the duties.</li> </ul>					
<b>TASK</b>	<b>regular</b>	<b>occasional</b>	<b>TASK</b>	<b>regular</b>	<b>occasional</b>
key boarding	X	<input type="checkbox"/>	laboratory work	<input type="checkbox"/>	<input type="checkbox"/>
lifting, manual handling	<input type="checkbox"/>	<input type="checkbox"/>	work at heights	<input type="checkbox"/>	<input type="checkbox"/>
repetitive manual tasks	<input type="checkbox"/>	<input type="checkbox"/>	work in confined spaces	<input type="checkbox"/>	<input type="checkbox"/>
Organizing events	<input type="checkbox"/>	X <input type="checkbox"/>	noise / vibration	<input type="checkbox"/>	<input type="checkbox"/>
fieldwork & travel	<input type="checkbox"/>	X <input type="checkbox"/>	electricity	<input type="checkbox"/>	<input type="checkbox"/>
driving a vehicle	<input type="checkbox"/>	X <input type="checkbox"/>			
<b>NON-IONIZING RADIATION</b>			<b>IONIZING RADIATION</b>		
solar	<input 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>					