Australian National University	# Position Description

College/Division:	**College of Arts & Social Sciences**
Faculty/School/Centre:	**Research School of Social Sciences/POLIS – The Centre for Social Policy Research**
Department/Unit:	**Centre for Gambling Research**
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 on the project 'Co-Design of digital public health strategy and resources to prevent gambling harm in young people', contributing to the design and implementation of research directions, liaising with a wide range of stakeholders, interviewing young people and providing assistance to run co-design workshops. The Senior Research Officer provides high level support to the research team, including 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..

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 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.
    - Assist in the running of co-design workshops and undertake interviews with young people.
    - 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.
- 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 in a social science or an equivalent combination of relevant experience and education/ training in the field of gambling research. A Degree with Honours or equivalent may be regarded positively.
2. Sound knowledge of qualitative analysis and data coding, preferrably 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 undertake research interviews 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 (eg 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:	**Aino Suomi**	Date:	1 August 2024
Printed Name:	**Aino Suomi**	Uni ID:	

References:
[Professional Staff Classification Descriptors](#)
[Academic Minimum Standards](#)

![Australian National University logo] **Australian National University**	**Pre-Employment Work Environment Report**

Position Details

College/Div/Centre	CASS/RSSS/POLIS	Dept/School/Section	Centre for Gambling Research
Position Title	Senior Research Officer	Classification	ANU07
Position No.		Reference No.	

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

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	☒	☐	laboratory work	☐	☐
lifting, manual handling	☐	☐	work at heights	☐	☐
repetitive manual tasks	☐	☐	work in confined spaces	☐	☐
Organizing events	☐	☐	noise / vibration	☐	☐
fieldwork & travel	☐	☒	electricity	☐	☐
driving a vehicle	☐	☐			
NON-IONIZING RADIATION			**IONIZING RADIATION**		
solar	☐	☐	gamma, x-rays	☐	☐
ultraviolet	☐	☐	beta particles	☐	☐
infra red	☐	☐	nuclear particles	☐	☐
laser	☐	☐			
radio frequency	☐	☐			
CHEMICALS			**BIOLOGICAL MATERIALS**		
hazardous substances	☐	☐	microbiological materials	☐	☐
allergens	☐	☐	potential biological allergens	☐	☐
cytotoxics	☐	☐	laboratory animals or insects	☐	☐
mutagens/teratogens/ carcinogens	☐	☐	clinical specimens, including blood	☐	☐
pesticides / herbicides	☐	☐	genetically-manipulated specimens	☐	☐
			immunisations	☐	☐

OTHER POTENTIAL HAZARDS (please specify):		
Supervisor/Delegate Name:	*Aino Suomi*	Date:	*4 August 2024*