



Position Description

Faculty/School/Centre	Centre for Indigenous Policy Research, POLIS: The Centre for Social Policy Research, RSSS, CASS
Position Title:	Research Officer
Classification:	ANU Officer Grade 5/6 (Research)
Supervisor:	Assoc Prof William Fogarty

PURPOSE STATEMENT

The Research Officer provides research and project management support to staff in the Centre for Indigenous Policy (CIPR) in POLIS: the Centre for Social Policy Research.

KEY ACCOUNTABILITY AREAS

Position Dimension & Relationships:

The Research Officer works as part of the CIPR research team, liaising with a wide range of stakeholders and providing assistance with the design and implementation of research directions. The Research Officer will work on the project 'Improving On-Country Education for First Nations Students' funded by the National Indigenous Australians Agency (NIAA). The Research Officer is responsible for providing general support related to allocated research activities.

Role Statement:

Under general direction, the Research Officer will:

1. Provide support to the research team, including but not limited to:
 - a. Assisting in the design and conduct of qualitative and quantitative research studies and in the analysis of data.
 - b. Assisting in the preparation of research profiles, papers and literature reviews, including any archival work.
 - c. Performing library, internet and literature searches and preparing bibliographies.
 - d. Creating, testing, maintaining and managing relevant databases.
 - e. Assisting in the ethics approval for the research team as required.
2. Undertake testing and statistical analysis as required and prepare and disseminate relevant analysis reports to internal and external stakeholders, including external funding agencies.
3. Work with Indigenous communities, government departments, partner universities and nongovernment organisations to coordinate and conduct research activities. This will involve fieldwork to remote locations.
4. Provide general support on a range of research related matters, including 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. Degree and/or demonstrated relevant experience in a research or research support role in Indigenous Policy and/or Education and an interest in a field closely related to allocated research activities.
2. Sound knowledge of quantitative and qualitative research methodologies. Experience in survey design, implementation, data collection and analysis of high volume research data may be regarded positively.
3. Demonstrated effective interpersonal skills and verbal and written communication skills, including the ability to draft standard business correspondence and various research related papers, and an ability to build strong collaborative relations with Indigenous communities and organisations.
4. 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.
5. Demonstrated experience using information systems, including the ability to generate complex reports and demonstrated skills using the MSOffice suite, in particular Excel.
6. A demonstrated understanding of equal opportunity principles and policies and a commitment to their application in a University context.

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.

Supervisor: Dr William Fogarty

August 2024

References: [Professional Staff Classification Descriptors](#)



Pre-Employment Work Environment Report

Position Details

College/Div/Centre	CASS	Dept/School/Section	CIPR
Position Title	Research Officer	Classification	ANU05/6
Position No.	41584	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

<ul style="list-style-type: none"> • 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	
key boarding	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
lifting, manual handling	<input type="checkbox"/>	<input type="checkbox"/>	
repetitive manual tasks	<input type="checkbox"/>	<input type="checkbox"/>	
Organizing events	<input type="checkbox"/>	<input type="checkbox"/>	
fieldwork & travel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
driving a vehicle	<input type="checkbox"/>	<input type="checkbox"/>	
NON-IONIZING RADIATION			
solar	<input type="checkbox"/>	<input type="checkbox"/>	
ultraviolet	<input type="checkbox"/>	<input type="checkbox"/>	
infra red	<input type="checkbox"/>	<input type="checkbox"/>	
laser	<input type="checkbox"/>	<input type="checkbox"/>	
radio frequency	<input type="checkbox"/>	<input type="checkbox"/>	
CHEMICALS			
hazardous substances	<input type="checkbox"/>	<input type="checkbox"/>	
allergens	<input type="checkbox"/>	<input type="checkbox"/>	
cytotoxics	<input type="checkbox"/>	<input type="checkbox"/>	
mutagens/teratogens/ carcinogens	<input type="checkbox"/>	<input type="checkbox"/>	
pesticides / herbicides	<input type="checkbox"/>	<input type="checkbox"/>	
TASK	regular	occasional	
laboratory work	<input type="checkbox"/>	<input type="checkbox"/>	
work at heights	<input type="checkbox"/>	<input type="checkbox"/>	
work in confined spaces	<input type="checkbox"/>	<input type="checkbox"/>	
noise / vibration	<input type="checkbox"/>	<input type="checkbox"/>	
electricity	<input type="checkbox"/>	<input type="checkbox"/>	
IONIZING RADIATION			
gamma, x-rays	<input type="checkbox"/>	<input type="checkbox"/>	
beta particles	<input type="checkbox"/>	<input type="checkbox"/>	
nuclear particles	<input type="checkbox"/>	<input type="checkbox"/>	
BIOLOGICAL MATERIALS			
microbiological materials	<input type="checkbox"/>	<input type="checkbox"/>	
potential biological allergens	<input type="checkbox"/>	<input type="checkbox"/>	
laboratory animals or insects	<input type="checkbox"/>	<input type="checkbox"/>	
clinical specimens, including blood	<input type="checkbox"/>	<input type="checkbox"/>	
genetically-manipulated specimens	<input type="checkbox"/>	<input type="checkbox"/>	
immunisations	<input type="checkbox"/>	<input type="checkbox"/>	
OTHER POTENTIAL HAZARDS (please specify):			
Supervisor/Delegate Name:		Assoc Prof William Fogarty	Date: August 2024