



## 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>	Development Policy Centre
<b>Position Title:</b>	Research Officer
<b>Classification:</b>	ANU Officer Grade 5/6 (Research)
<b>Responsible to:</b>	Stephen Howes

### 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, and seeks to set the international standard for scholarship concerning the region.

Crawford School of Public Policy is Australia's leading public policy school, with recognised world-class expertise and experience in economics, political science, environmental management and development, and on key Asia-Pacific countries, especially China, Japan, Korea, Vietnam and Indonesia, as well as Australia.

The Development Policy Centre (Devpol) is a research centre within the Crawford School with a focus on Australian aid, the Pacific and PNG, and global development policy.

The Research Officer provides comprehensive support on the Centre's research activities.

### KEY ACCOUNTABILITY AREAS:

#### Position Dimension & Relationships:

The Research Officer works as part of the research team, liaising with a wide range of stakeholders and providing assistance with the design and implementation of research directions. The Research Officer is responsible for providing general support related to allocated research activities.

#### Role Statement:

Under general direction, the Research Officer will:

- Provide support to the research team, including but not limited to:
  - Co-authoring blogs for the Devpolicy Blog.
  - Assisting in the design and conduct of qualitative and quantitative research studies and in the analysis of data. 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.
  - Creating, testing, maintaining and managing relevant databases.
  - Assisting in the ethics approval for the research team as required.
- Undertake testing and statistical analysis as required and prepare and disseminate relevant analysis reports to internal and external stakeholders, including external funding agencies.
- Support the timely and on budget delivery and reporting of various research projects. and monitor various sources to identify relevant funding opportunities.
- Provide general support on a range of research related matters, including helping to organise workshops and conferences, preparing newsletters, liaising with stakeholders and coordinating team meetings.
- 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.

- 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 economics or demonstrated relevant experience in a research or research support role in a related discipline and an interest in a field closely related to allocated research activities. Applicants who are familiar with issues related to economic and social development, will be highly regarded.
2. Sound knowledge of quantitative research methodologies, including a knowledge of Excel and statistical analysis software.
3. Strong computing skills and familiarity with, web, newsletter and data visualisation software.
4. 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 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 show initiative and prioritise own workload and to work effectively both independently and as part of a team, meeting competing deadlines and delivering high-quality outcomes.
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.*

*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

College/Div/Centre	ANU College of Asia and the Pacific	Dept/School/Section	Crawford School of Public policy/ Development Policy Centre
Position Title	Research Officer	Classification	ANUO 5/6 (Research)
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](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	<input checked="" type="checkbox"/>	<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"/>	<input checked="" type="checkbox"/>	noise / vibration	<input type="checkbox"/>	<input type="checkbox"/>
fieldwork & travel	<input type="checkbox"/>	<input checked="" type="checkbox"/>	electricity	<input type="checkbox"/>	<input type="checkbox"/>
driving a vehicle	<input type="checkbox"/>	<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>					