POSITION DESCRIPTION

Research Assistant in Human Factors

Position Level | Broadband Level 4/5
Faculty/Division | UNSW Canberra (ADFA)
Position Number | 00097938
Original document creation | 13/10/2021

Position Summary

The Research Assistant Position supports the research activities of the School of Engineering and Information Technology at UNSW Canberra. The Research Assistant will assist with research as directed by the Chief Investigator (CI). The position will be involved in activities in multidisciplinary settings requiring an understanding of the research topic of the knowledge and skills in conducting human factors research, with an ability to focusing on decision-making and risk management skills in automotive and aviation fields. The Research Assistant will contribute to research activities outcomes, as well as assisting with research results for the CI to publish.

The role of Research Assistant reports to the Chief Investigator (CI).

Accountabilities

Specific accountabilities for this role at Level 4 include:

- Assist in the day-to-day administration of research activities.
- Support the preparation and finalisation of publications.
- Work as directed on projects to support the researchers collect, analyse, disseminate and translate their research.
- Develop content for websites and other media outlets.
- Align with and actively demonstrate the UNSW Values in Action: Our Behaviours and the UNSW Code of Conduct.
- Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health & safety of yourself or others.
Specific accountabilities for this role at **Level 5** include:

- Respond to enquiries from internal and external partners (in-person, telephone and written), initiate appropriate action and refer as appropriate.
- Prepare correspondence, meeting agenda, take meeting notes and draft other documents as required.
- In consultation with the Lead CI coordinate and communicate project deadlines, tasks, and project requirements.
- Assist with editing and proofreading deliverable documents, including journals and reports.

**Skills and Experience**

Specific skills and experience for this role at **Level 4** include:

- The ability to support innovative research.
- Demonstrated ability to work as a member of a multi-disciplinary team showing initiative and taking direction as appropriate to the situation.
- Demonstrated ability to complete tasks within agreed time frames, with suitable supervision.
- Knowledge of health and safety responsibilities and the ability and capacity to implement required UNSW health and safety policies and procedures.

Specific skills and experience for this role at **Level 5**, in addition to **Level 4** include:

- A Bachelor’s degree in Human Factors, Aviation, Transport Engineering or related disciplines
- Have previous experience being involved in automotive or aviation research.
- Excellent interpersonal, oral, and written communication skills.

**Pre-employment checks required for this position**

- Criminal History Check
- Identification Check

**About this document**

This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role.

This template is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.