|  |  |
| --- | --- |
| ANU_LOGO_mono black_FA.jpg | Position Description |

|  |  |
| --- | --- |
| **College/Division:** | College of Arts and Social Sciences |
| **Faculty/School/Centre:**  | Research School of Social Sciences |
| **Department/Unit:**  | ANU Centre for Social Research and Methods |
| **Position Title:**  | Survey Statistician (Research Fellow / Senior Research Fellow) |
| **Classification:** | Level B or C |
| **Position No:** |  |
| **Responsible to:** | A/Prof Nicholas Biddle |
| **Number of positions that report to this role:** |  |
| **Delegation(s) Assigned:** |  |

|  |
| --- |
| **PURPOSE STATEMENT:**The ANU Centre for Social Research and Methods is seeking an expert in the design and analysis of quantitative surveys to work with a team of social scientists and methodologists in a new and expanding centre. The applicant will work closely with senior staff in the centre to develop new and innovative research methods, with a particular focus on survey design and analysis. The successful application will be integral to the expansion of methods teaching within the ANU Centre for Social Research and Methods and the ANU more broadly. The candidate will also work on independent research and grants/contracts.  **KEY ACCOUNTABILITY AREAS:****Position Dimension & Relationships:** The applicant will work closely with senior staff in the centre to develop new and innovative research methods, with a particular focus on survey design and analysis. The successful candidate will work closely with the Director and Deputy Director of the ANU Centre for Social Research and Methods to develop and deliver methods training, co-ordinating with other staff within the College. The candidate will also have the opportunity to work on independent research and be encouraged to collaborate with staff within the ANU Centre for Social Research and Methods.**Role Statement:**1. Publish in local and international journals on survey research methods
2. Collaborate with colleagues on the application of survey research methods to social science and related questions
3. Represent the centre at international and national conference and forums
4. Contribute to the design of online, telephone or face-to-face surveys
5. Teach relevant undergraduate and/or postgraduate courses on survey data analysis
6. Supervise undergraduate or postgraduate students
7. Contribute to the ANU Centre for Social Research under the direction of the Director and Deputy Director
8. Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity
 |

|  |
| --- |
| **SELECTION CRITERIA:**1. A PhD or equivalent research experience in quantitative research methods or related social science (including, but not limited to, econometrics, statistics, or survey methodology)
2. An extensive research track record (Level C) or demonstrated ability to develop a track record (Level B)
3. Experience designing and teaching courses related to quantitative social science methodology, with relevant teaching reports
4. Capacity to undertake independent empirical research on survey methodology
5. Success in attracting research funds (Level C) or demonstrated potential to attract research funds (Level B)
6. Ability to write clearly for an academic and policy audience
7. A well-articulated research agenda over the next 1-2 years (Level B) or 3-5 years (Level C)
8. A demonstrated understanding of equal opportunity (EO) principles and policies and a commitment to their application in a university context.
 |
| **Supervisor/Delegate Signature:** |  | **Date:** | 08/11/17 |
| Printed Name: | A/Prof Nicholas Biddle | **Uni ID:** | U3388699 |

|  |
| --- |
| **References:** |
| [General Staff Classification Descriptors](http://info.anu.edu.au/hr/Salaries_and_Conditions/Enterprise_Agreement/2010-2012/Schedule_5) |
| [Academic Minimum Standards](http://info.anu.edu.au/hr/Salaries_and_Conditions/Enterprise_Agreement/2010-2012/Schedule_4) |

|  |  |
| --- | --- |
|  | Pre-Employment Work Environment Report |

# Position Details

|  |  |  |  |
| --- | --- | --- | --- |
| **College/Div/Centre** | College of Arts and Social Sciences | **Dept/School/Section** | ANU Centre for Social Research and Methods |
| **Position Title** |       | **Classification** | Level B/C |
| **Position No.** |       | **Reference No.** |       |

In accordance with the Occupational Health and Safety Act 1991 the University has a duty of care to provide a safe workplace for all staff.

1. This form must be completed by the supervisor of the advertised position and forwarded with the job requisition to Appointments and Promotions Branch, Human Resources Division. Without this form jobs cannot be advertised.
2. This form is used to advise potential applicants of work environment issues prior to application.
3. Once an applicant has been selected for the position consideration should be given to their inclusion on the University’s Health Surveillance Program where appropriate – see . http://info.anu.edu.au/hr/OHS/\_\_Health\_Surveillance\_Program/index.asp Enrolment on relevant OHS training courses should also be arranged – see http://info.anu.edu.au/hr/Training\_and\_Development/OHS\_Training/index.asp
4. ‘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

|  |
| --- |
| 1. 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 | [x]  |  | [ ]  |  | laboratory work | [ ]  |  | [ ]  |
| lifting, manual handling | [ ]  |  | [ ]  |  | work at heights | [ ]  |  | [ ]  |
| repetitive manual tasks | [ ]  |  | [ ]  |  | work in confined spaces | [ ]  |  | [ ]  |
| catering / food preparation | [ ]  |  | [ ]  |  | 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’s Signature:**  |  | **Print Name:** | **A/Prof Nicholas Biddle** | **Date:** | **08/11/17** |