



Australian  
National  
University

## Position Description

<b>College/Division:</b>	CASS
<b>Faculty/School/Centre:</b>	RSSS
<b>Department/Unit:</b>	School of Demography
<b>Position Title:</b>	Research Assistant
<b>Classification:</b>	ANU 5
<b>Position No:</b>	
<b>Responsible to:</b>	Professor James Raymer
<b>Number of positions that report to this role:</b>	None
<b>Delegation(s) Assigned:</b>	None

### PURPOSE STATEMENT:

A Level 5 Research Assistant is expected to make contributions to the research of the School of Demography. Specifically, this position is to provide research assistance towards an externally funded project on 'the demographic consequences of migration to, from and within Australia.'

### KEY ACCOUNTABILITY AREAS:

This appointment is in the field of Demography with an encouraged specialty in demography. The appointee will have specialist skills in conducting quantitative research and preparing reports, and will work with the investigators to meet their research objectives.

### Position Dimension & Relationships:

The position will be located in the School of Demography. The Research Assistant will report directly to Professor James Raymer in the School of Demography. Specialist skills are required to conduct high quality research support related to the grant project. The Research Assistant will hold specialist skills in conducting quantitative research and preparing reports.

### Role Statement:

Under broad supervision, the Research Assistant is required to:

- Provide general research support
- Conduct searches on the internet for literature and data
- Assist with preparation of reports and papers associated with projects' aims
- Manage quantitative data as required by the projects
- Undertake testing and statistical analysis as required and prepare and disseminate relevant analysis reports to internal and external stakeholders, including external funding agencies. 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.
- 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.

**SELECTION CRITERIA:**

1. Degree or demonstrated relevant experience in a research or research support role in demography or related discipline and an interest in a field closely related to allocated research activities.
2. A sound knowledge of quantitative research methodologies in statistics, demographic methods or social science research.
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 consult and liaise effectively with a wide range of people in a culturally diverse environment.
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. This includes capacity to manage large data sets and results from analyses.
5. Demonstrated experience using information systems, including the ability to generate complex reports and demonstrated skills using the MSOffice suite, in particular Excel. Experience in using high-level statistical software (e.g. R, SAS, SPSS) and bibliographical managements software (e.g. EndNote) may be regarded positively.
6. Experience in conducting internet searches on data and literature
7. A demonstrated understanding of equal opportunity principles and policies and a commitment to their application in a University context.

**Supervisor/Delegate Signature:****Date:** 1 March 2018

Printed Name:

James Raymer

**Uni ID:** U5243136**References:**General Staff Classification DescriptorsAcademic Minimum Standards