Australian National University

Position Description

College/Division:	College of Asia and the Pacific
Faculty/School/Centre:	Coral Bell School of Asia Pacific Affairs
Department/Unit:	Department of Pacific Affairs
Position Title:	Senior Research Officer (Gender)
Classification:	ANU Officer Grade 7 (Research)

PURPOSE STATEMENT

The Senior Research Officer (Gender) provides comprehensive, high level support on a diverse range of research activities, including the application of solid knowledge of the discipline and research skills to conduct research independently as part of the research team, and to inform the development and implementation of development projects implemented by the Department of Pacific Affairs in Australia and across the Pacific Islands region.

KEY ACCOUNTABILITY AREAS

Position Dimension & Relationships:

The Senior Research Officer (Gender) works closely with senior DPA academics, contributing to the design and implementation of gender research directions, implementing project activities, and liaising with a wide range of stakeholders. The Senior Research Officer (Gender) provides high level support to the research team, including monitoring contractual milestones and coordinating support aspects of allocated research activities. This position may be required to supervise junior Research and Administrative Assistants.

Role Statement:

Under broad direction, the Senior Research Officer (Gender) will:

1. Provide high level support to the DPA team, including but not limited to:
   - Coordinating the design and conducting of qualitative and quantitative research studies and the analysis of data. This may involve conducting experimental work and/or fieldwork and related activities.
   - Preparing research papers and literature reviews and undertaking relevant archival work.
   - Creating, testing, maintaining and managing complex databases.
   - Coordinating relevant approvals to ensure compliance with regulatory and policy requirements including the ethics approval for the research team, as required.
2. Conduct high level data synthesis and analysis in relation to the impact of program activities, including the preparation and development of the relevant analysis reports and briefs, presenting research findings to internal and external stakeholders in a public forum including conferences and workshops as required.
3. Coordinate and contribute to the delivery of DPA program activities in Australia and Papua New Guinea.

4. Monitor contractual milestones to ensure compliance with relevant regulations, and undertake timely reporting to Research Offices and/ or external funding agencies.

5. Contribute to the financial management of research output including monitoring contractual milestones to ensure compliances with relevant regulations, providing timely progress reporting to Research Offices and external funding agencies, and proactively sourcing relevant funding opportunities.

6. Coordinate the provision of efficient general support on a range of matters related to the allocated research activities, including ensuring effective communications with various stakeholders.

7. Provide mentoring, training and support to junior project team members. This may involve, at times, direct staff supervision.

8. Participate in workshops and professional networks across campus, develop extensive industry knowledge and participate initiatives to improve the area's research practices and processes.

9. Comply with all ANU policies and procedures, in particular those relating to work health and safety and equal opportunity.

10. 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 in a related discipline and demonstrated extensive relevant experience in a research and program support role, or an equivalent combination of relevant experience and education/ training. A post-graduate degree or equivalent may be regarded positively.

2. Sound knowledge of and demonstrated experience using quantitative and qualitative research methodologies, designing and implementing surveys and collecting and analysing high volume, complex research data. Experience obtaining research ethics approval may be regarded positively.

3. Demonstrated high level verbal and written communication skills, including experience producing high-level business correspondence, project progress reports and various research related papers.

4. Demonstrated high level interpersonal skills, with an ability to mentor and supervise staff 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 prioritise own workload and to work effectively both independently and as part of a team, meeting competing deadlines and delivering high-quality outcomes.

6. High level computer skills with demonstrated experience using information systems to generate complex reports and skills using the MSOffice suite, in particular Excel. Demonstrated experience designing, implementing and maintaining databases for research purposes is required. Experience in using high-level statistical software (e.g. R, SAS, SPSS) and bibliographical managements software (e.g. EndNote) may be regarded positively.

7. A demonstrated understanding of equal opportunity principles and policies and a commitment to their application in a University context.

8. Demonstrated experience working in a developing country, particularly Papua New Guinea, will be highly regarded.

References: [Professional Staff Classification Descriptors](#)