



Australian
National
University

Position Description

College/Division:	ANU College of Medicine, Biology and Environment
Faculty/School/Centre:	Research School of Population Health
Department/Unit:	National Centre for Epidemiology and Population Health
Position Title:	Research Assistant
Classification:	ANU Officer Level 5/6 Research [0.5 FTE; over 3 years]
Position No:	
Responsible to:	A/Prof Martyn Kirk and Dr Kathryn Glass
Number of positions that report to this role:	0
Delegation(s) Assigned:	

PURPOSE STATEMENT:

The Research Assistant supports a collaborative research project—*Understanding the Sources of Campylobacter in Australia*—conducted at the National Centre for Epidemiology and Population Health.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

The Research Assistant is part of the NHMRC Partnership Project: *Understanding the Sources of Campylobacter in Australia* and reports to A/Prof Martyn Kirk and Dr Kathryn Glass, at the National Centre for Epidemiology and Population Health. The Research Officer will work collaboratively with a range of people within the Research School of Population Health, and with a team of external stakeholders and researchers involved in the project.

Role Statement:

Under general supervision, the Research Assistant is required to:

- Undertake administrative functions, including coordinating project team meetings, arranging travel and maintaining an electronic filing system for documentation related to the grant;
- Assist in communicating the work schedules and priorities of the Partnership Project through team interaction to meet milestones and project deadlines;
- Liaise with external investigators and partner organisations, including the NSW Food Authority, Food Standards Australia and New Zealand and the Departments of Health (Commonwealth, Victorian, Queensland and New South Wales Departments) and other stakeholders involved in the project;
- Liaise with the ANU Research Office in regards to administration of the NHMRC grant;
- Assist with data entry and data analysis related to the project;
- Prepare reports for consultation with stakeholders and assist with preparation of oral presentations, to be delivered at stakeholder meetings and conferences;
- Support preparation of manuscripts, including literature searches, maintaining EndNote libraries, creation of tables and figures, drafting sections of papers, formatting and on-line submission;
- Attend study team meetings and meetings with external stakeholders;
- Comply with all ANU policies and procedures, in particular those relating to work health and safety and equal opportunity;
- Other duties as consistent with the classification of the position.

Selection Criteria:

1. Bachelor's degree in Science, Public Health, Epidemiology or related discipline, or an equivalent combination of relevant experience and/or education and training.
2. Experience in basic data analysis and in the preparation of reports and research publications with demonstrated high level writing skills.
3. Experience in maintaining a high level of organisation, include organising meetings, managing databases, and preparing and maintaining study documentation.
4. Well-developed oral and written communication and interpersonal skills, proven through the ability to communicate clearly with a diverse range of people including both internal and external stakeholders and researchers.
5. Highly developed computer skills particularly with Microsoft Office applications and experience with data management.
6. Demonstrated ability to uphold participant confidentiality and understanding of the ethical principles of research studies with human participants.
7. Proven ability to work constructively and with flexibility around changing work priorities, independently as well as within a team and a demonstrated ability to use initiative to meet deadlines.
8. Demonstrated understanding of equal opportunity principles and policies and a commitment to their application in a university context.

Supervisor/Delegate Signature:		Date:	
Printed Name:		Uni ID:	

References:[General Staff Classification Descriptors](#)[Academic Minimum Standards](#)



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Pre-Employment Work Environment Report

Position Details

College/Div/Centre	CMBE	Dept/School/Section	RSPH/NCEPH
Position Title	Research Assistant	Classification	ANUO 5/6 Research
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.

- 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.
- This form is used to advise potential applicants of work environment issues prior to application.
- 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
- '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

- 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 checked="" type="checkbox"/>	work at heights	<input type="checkbox"/>	<input type="checkbox"/>
repetitive manual tasks	<input type="checkbox"/>	<input checked="" type="checkbox"/>	work in confined spaces	<input type="checkbox"/>	<input type="checkbox"/>
catering / food preparation	<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 checked="" type="checkbox"/>			
NON-IONIZING RADIATION			IONIZING RADIATION		
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"/>			
CHEMICALS			BIOLOGICAL MATERIALS		
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"/>
OTHER POTENTIAL HAZARDS (please specify):					
N/A					

Supervisor's Signature:		Print Name:	MARTYN KIRK	Date:	
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