



## Position Description

College/Division:	College of Science
Faculty/School/Centre:	Australian National Centre for the Public Awareness of Science
Department/Unit:	
Position Title:	Research Assistant
Classification:	ANU Officer Grade 5/6 (Research)
Position No:	5803
Responsible to:	Director, CPAS
Number of positions that report to this role:	
Delegation(s) Assigned:	

### **PURPOSE STATEMENT:**

The Research Assistant provides comprehensive support on a diverse range of research activities supporting Professor Joan Leach and the MRFF-funded project “Developing an Evidence-Based Model for Building Trust in Australian Stem Cell Research and Therapies”.

### **KEY ACCOUNTABILITY AREAS:**

#### **Position Dimension & Relationships:**

The Research Assistant works as part of the research team, liaising with a wide range of stakeholders and providing assistance with the design and implementation of research directions. An experienced graduate research assistant with background in ethics, science communication, and/or public understanding of science, and familiarity with participatory methodologies, will provide general research support for the project, particularly for the conceptual analysis, Delphi processes, and other expert consultation and elicitation under close supervision by Professor Leach.

#### **Role Statement:**

Under general direction, the Research Assistant will:

- Provide support to the research team, including but not limited to:
  - Assisting in the design and conduct of qualitative and quantitative research studies and in the analysis of data. This may involve, at times, fieldwork and related activities.
  - Assisting in the preparation of research profiles, papers and literature reviews, including any archival work.
  - Performing library, internet and literature searches and preparing bibliographies.
  - Creating, testing, maintaining and managing relevant databases.
  - Assisting in the ethics approval for the research team as required.
- Undertake testing and statistical analysis as required and prepare and disseminate relevant analysis reports to internal and external stakeholders, including external funding agencies.
- Support the timely and on budget delivery of the project and monitor various sources to identify relevant funding opportunities.
- 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 ethics, science communication, and/or public understanding of science or a related discipline (sociology, philosophy, or biology) and an interest in stem cell science, public engagement, scientific controversy, and/or open science.
2. Sound knowledge of quantitative and qualitative research methodologies. Experience in survey design, implementation, data collection and analysis of high volume research data may be regarded positively.
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.
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. A demonstrated understanding of equal opportunity principles and policies and a commitment to their application in a University context.

*ANU Officer Levels 5 and 6 are broadbanded in this stream. It is expected that at the higher levels within the broadband occupants will have a deeper understanding, and a more independent application, of the research theory and techniques.*

*The ANU conducts background checks on potential employees, and employment in this position is conditional on satisfactory results in accordance with the Background Checking Procedure which sets out the types of checks required by each type of position.*

Supervisor/Delegate Signature:		Date:	
Printed Name:	Professor Joan Leach	Uni ID:	

**References:**

[General Staff Classification Descriptors](#)

	<b>Australian National University</b>	<h1 style="margin: 0;">Pre-Employment Work Environment Report</h1>
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**Position Details**

College/Div/Centre	College of Science	Dept/School/Section	CPAS
Position Title	Research Officer	Classification	ANUO Grade 5/6 (Research)
Position No.	5803	Reference No.	

In accordance with the Work Health and Safety Act 2011 (Cth) the University has a primary duty of care, so far as reasonably practicable, to ensure the health and safety of all staff while they are at work in the University.

- This form must be completed by the supervisor of the advertised position and appended to the back of the Position Description.
- This form is used to advise potential applicants of work environment and health and safety hazards prior to application.
- Once an applicant has been selected for the position they must familiarise themselves with the University WHS Management System via Handbook guidance <https://services.anu.edu.au/human-resources/health-safety/whs-management-system-handbook>
- The hazards identified below are of generic nature in relation to the position. It is not correlated directly to training required for the specific staff to be engaged. Identification of individual WHS training needs must be in accordance with WHS Local Training Plan and through the WHS induction programs and Performance Development Review Process.
- '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](http://info.anu.edu.au/Policies/_DHR/Procedures/Employment_Medical_Procedures.asp)

**Potential Hazards**

<ul style="list-style-type: none"> <li>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.</li> </ul>					
<b>TASK</b>	regular	occasional	<b>TASK</b>	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 type="checkbox"/>	work at heights	<input type="checkbox"/>	<input type="checkbox"/>
repetitive manual tasks	<input type="checkbox"/>	<input type="checkbox"/>	work in confined spaces	<input type="checkbox"/>	<input type="checkbox"/>
Organizing events	<input type="checkbox"/>	<input type="checkbox"/>	noise / vibration	<input type="checkbox"/>	<input type="checkbox"/>
fieldwork & travel	<input type="checkbox"/>	<input type="checkbox"/>	electricity	<input type="checkbox"/>	<input type="checkbox"/>
driving a vehicle	<input type="checkbox"/>	<input type="checkbox"/>			
<b>NON-IONIZING RADIATION</b>			<b>IONIZING RADIATION</b>		
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"/>			
<b>CHEMICALS</b>			<b>BIOLOGICAL MATERIALS</b>		
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):					
<b>Supervisor/Delegate Name:</b>		<i>Joan Leach</i>		<b>Date:</b>	<i>13/09/2021</i>