



**Australian
National
University**

Position Description

Position Title:	Indigenous Research Officer
Classification:	ANU Officer Grade 5/6 (Research)

PURPOSE STATEMENT:

The Research Officer provides comprehensive support on a diverse range of research activities, particularly in relation to qualitative data collection and analysis.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

The Research Officer 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. The Research Officer is responsible for providing general support related to allocated research activities. In particular, assisting on the process evaluation of the *Talking About Gambling* (TAG) project and trial, and exploring relevant process outcomes for future research and practice in the area of digital health promotion targeting Australian Indigenous communities.

Role Statement:

Under general direction, the Research Officer will:

1. 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
 - Undertaking qualitative data collection and analysis as required.
 - Organising fieldwork trips, travel and related activities.
 - Creating, maintaining and managing relevant databases (e.g. using NVivo).
 - Assisting in the ethics approval for the research team as required.
 - Identify and undertake relevant research skills development/training.
2. Communicate with various community-based stakeholders and TAG participants as required, and participate in feedback workshops, providing input the research team on improving TAG implementation processes.
3. Ensure Aboriginal ethical values (spirit and integrity etc.) are followed throughout the research process.
4. Support the timely and on budget delivery of the project, and contribute to research dissemination activities, including but not limited to:
 - Co-presenting relevant conference presentation(s)
 - Preparation of research paper(s) related to the evaluation
5. Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity
6. Perform other duties as requested, consistent with the classification level of the position and in line with the principle of multi-skilling

See the [classification descriptors for professional staff](#)¹ and [minimum standards for academic staff](#)²

SELECTION CRITERIA:

This is an Identified Indigenous position and in accordance with ANU policies and procedures, confirmation of Aboriginal and/or Torres Strait Islander heritage will be required as part of the application.

1. Degree or relevant experience in a research or research support role in the area of Indigenous health and wellbeing. Experience in gambling research will be considered favourably.
2. Sound knowledge of – **or genuine desire to learn** –qualitative research methods and/or obtain further qualifications in this area.
3. Demonstrated effective interpersonal skills and verbal and written communication skills, including:
 - the ability to obtain informed consent for research participants,
 - consult and engage effectively with a wide range of people in culturally diverse environments.
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. Experience using research related software (e.g. NVivo) and bibliographical managements software (e.g. EndNote) may be regarded positively.
6. A valid Australian driver's licence.
7. A demonstrated understanding of equal opportunity principles and policies and a commitment to their application in a University context.

ANU Officer Levels 4 and 5 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.

Supervisor/Delegate Name:

Date:

References:

[Professional Staff Classification Descriptors](#)

[Academic Minimum Standards](#)

Identified positions (Aboriginal and Torres Strait Islander people)

¹[Schedule 5 - Professional staff classification descriptors - Human Resources - ANU](#)

²[Schedule 4 – Minimum standards for academic staff - Human Resources - ANU](#)



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Pre-Employment Work Environment Report

Position Details

College/Div/Centre	College of Arts and Social Sciences	Dept/School/Section	Centre for Social Research and Methods
Position Title	Indigenous Research Officer	Classification	ANU Officer Grade 5/6
Position No.		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 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 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

Potential Hazards

<ul style="list-style-type: none"> 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	
key boarding	<input type="checkbox"/>	<input type="checkbox"/>	
lifting, manual handling	<input type="checkbox"/>	<input type="checkbox"/>	
repetitive manual tasks	<input type="checkbox"/>	<input type="checkbox"/>	
Organizing events	<input type="checkbox"/>	<input type="checkbox"/>	
fieldwork & travel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
driving a vehicle	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
NON-IONIZING RADIATION			
solar	<input type="checkbox"/>	<input type="checkbox"/>	
ultraviolet	<input type="checkbox"/>	<input type="checkbox"/>	
infra red	<input type="checkbox"/>	<input type="checkbox"/>	
laser	<input type="checkbox"/>	<input type="checkbox"/>	
radio frequency	<input type="checkbox"/>	<input type="checkbox"/>	
CHEMICALS			
hazardous substances	<input type="checkbox"/>	<input type="checkbox"/>	
allergens	<input type="checkbox"/>	<input type="checkbox"/>	
cytotoxics	<input type="checkbox"/>	<input type="checkbox"/>	
mutagens/teratogens/ carcinogens	<input type="checkbox"/>	<input type="checkbox"/>	
pesticides / herbicides	<input type="checkbox"/>	<input type="checkbox"/>	
TASK	regular	occasional	
laboratory work	<input type="checkbox"/>	<input type="checkbox"/>	
work at heights	<input type="checkbox"/>	<input type="checkbox"/>	
work in confined spaces	<input type="checkbox"/>	<input type="checkbox"/>	
noise / vibration	<input type="checkbox"/>	<input type="checkbox"/>	
electricity	<input type="checkbox"/>	<input type="checkbox"/>	
IONIZING RADIATION			
gamma, x-rays	<input type="checkbox"/>	<input type="checkbox"/>	
beta particles	<input type="checkbox"/>	<input type="checkbox"/>	
nuclear particles	<input type="checkbox"/>	<input type="checkbox"/>	
BIOLOGICAL MATERIALS			
microbiological materials	<input type="checkbox"/>	<input type="checkbox"/>	
potential biological allergens	<input type="checkbox"/>	<input type="checkbox"/>	
laboratory animals or insects	<input type="checkbox"/>	<input type="checkbox"/>	
clinical specimens, including blood	<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):			
Supervisor/Delegate Name:		Date:	