Australian National University

Position Description

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

PURPOSE STATEMENT

The Research Officer provides comprehensive support on a diverse range of research activities for the Social-Biological Research Group within the ANU Centre for Social Research and Methods.

KEY ACCOUNTABILITY AREAS

Position Dimension & Relationships:

The Research Officer works as part of the Social-Biological Research Group, 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.

Role Statement:

Under general direction, the Research Officer will:

1. Provide support to the Social-Biological 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.
2. Undertake statistical analysis as required and prepare and disseminate relevant analysis reports to internal and external stakeholders, including external funding agencies.
3. Support the timely and on budget delivery of the project and monitor various sources to identify relevant funding opportunities.
4. Provide general support on a range of research related matters, including coordinating team meetings, coordinating communications to various stakeholders and organising relevant travel and events.
5. 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.
6. Comply with all ANU policies and procedures, in particular those relating to work health and safety and equal opportunity.
7. 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. Masters degree or demonstrated relevant experience in a research or research support role in epidemiology, public health, social sciences or other relevant discipline and an interest in a field closely related to allocated research activities.

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 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.

6. Demonstrated experience using STATA for quantitative data management and analysis and using bibliographical management software (e.g. EndNote)

7. 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.

References: Professional Staff Classification Descriptors