



Position Description

College/Division:	ANU College of Science
School/Centre:	Research School of Biology
Position Title:	Research Officer
Classification:	ANU Officer Grade 5/6 (Research)
Responsible to:	Professor Graham Farquhar

PURPOSE STATEMENT

The Research Officer provides comprehensive support on a diverse range of research activities including providing support to allocated research activities.

KEY ACCOUNTABILITY AREAS

Position Dimension & Relationships:

The Research Officer works as part of the Farquhar Laboratory, 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 research team, including but not limited to:
 - Assisting in the design and conduct of qualitative and quantitative research and in the analysis of data. This may very occasionally involve fieldwork and related activities.
 - Assisting in the preparation of research profiles, papers and literature reviews, including archival work.
 - Performing library, internet and literature searches and preparing bibliographies.
2. Undertake testing and statistical analysis as required and disseminate relevant analysis reports to internal and external stakeholders, including external funding agencies.
3. Support the timely and on-budget delivery of projects.
4. 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.
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. Degree or demonstrated relevant experience in a research or research support role in plant physiology is preferred, but training in others areas of biology or a related discipline (eg physics, chemistry, mathematics) is relevant.
2. Sound knowledge of quantitative and qualitative research methods. Experience in data collection and analysis of research data will be regarded positively.
3. Demonstrated analytical and problems solving skills, while maintaining an ability to ensure data integrity through demonstrated attention to detail and quality data input.
4. Demonstrated effective interpersonal skills and verbal and written communication skills, including the ability to draft standard business correspondence and various research related documents, and an ability to consult and liaise effectively with a wide range of people in a culturally diverse environment.
5. Proven organisational skills, 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. 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) would be valued. Knowledge of bibliographical management software (e.g. EndNote) would be regarded positively.
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](#)



Australian
National
University

Pre-Employment Work Environment Report

Position Details

College/Div/Centre		Dept/School/Section	
Position Title		Classification	
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	☒	☐	laboratory work	☒	☐
lifting, manual handling	☐	☒	work at heights	☐	☒
repetitive manual tasks	☒	☐	work in confined spaces	☐	☒
catering / food preparation	☐	☐	noise / vibration	☐	☐
fieldwork & travel	☐	☐	electricity	☐	☐
driving a vehicle	☐	☐			
NON-IONIZING RADIATION			IONIZING RADIATION		
solar	☐	☐	gamma, x-rays	☐	☒
ultraviolet	☐	☒	beta particles	☐	☐
infra red	☐	☐	nuclear particles	☐	☐
laser	☐	☒			
radio frequency	☐	☐			
CHEMICALS			BIOLOGICAL MATERIALS		
hazardous substances	☒	☐	microbiological materials	☒	☐
allergens	☐	☐	potential biological allergens	☒	☐
cytotoxics	☒	☐	laboratory animals or insects	☒	☐
mutagens/teratogens/	☒	☐	clinical specimens, including blood	☒	☐
carcinogens					
pesticides / herbicides	☒	☐	genetically-manipulated specimens	☒	☐
			immunisations	☐	☐

OTHER POTENTIAL HAZARDS (please specify):

Supervisor's Signature:		Print Name:		Date:	
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