



**Australian
National
University**

Position Description

College/Division:	ANU College of Health and Medicine
Faculty/School/Centre:	Research School of Population Health
Department/Unit:	National Centre for Epidemiology and Population Health (NCEPH) / National Centre for Aboriginal and Torres Strait Islander Wellbeing Research
Position Title:	Research Officer
Classification:	ANU05/6, Full-time or Part-time position, three-year fixed term.
Position No:	TBA
Responsible to:	Prof Raymond Lovett (Ngiyampaa (Wongaibon)) Assoc. Prof Lisa Whop (Wagadagam) Dr Raglan Maddox (Bagumani (Modewa) Clan) Dr Katherine A. Thurber Dr Rosemary Wyber
Number of positions that report to this role:	Nil
Delegation(s) Assigned:	Nil

PURPOSE STATEMENT:

We are recruiting Research Officers to work across a number of projects within the newly formalised National Centre for Aboriginal and Torres Strait Islander Wellbeing Research. The Centre comprises Aboriginal and Torres Strait Islander (and non-Indigenous) academic and professional staff and a vibrant study body; members of the Centre are enthusiastic about nurturing, mentoring and continuing to learn.

The new team member(s) will contribute to research that directly informs programs and policies of tangible benefit to Aboriginal and Torres Strait Islander peoples across Australia. They will engage with leading scholars in Aboriginal and Torres Strait Islander health and wellbeing research, as well as external community and policy partners.

This is an exciting opportunity to join a dynamic and impactful team at Australia's national university. One of ANU's defining roles is to contribute to improving the health and wellbeing of Indigenous peoples. You will gain experience working in a world class institution in the collection, analysis and interpretation of data and dissemination of research findings.

The new Centre is uniquely placed to make a meaningful contribution to improving Aboriginal and Torres Strait Islander health and wellbeing. The Centre objectives include:

- Upholding Aboriginal and Torres Strait Islander leadership, governance and ways of knowing, being and doing.
- Conducting high quality health and wellbeing research of local, national and international significance.
- Informing programs, policy and practice in local, state/territory and national jurisdictions.
- Building and delivering a training and education program reflecting Aboriginal and Torres Strait Islander health and wellbeing priorities, focused on community capability, policy makers, and undergraduate and postgraduate students.

Located in the National Centre for Epidemiology and Population Health (NCEPH), the National Centre for Aboriginal and Torres Strait Islander Wellbeing Research is well placed to conduct meaningful and transformative health research that delivers on the priorities of Aboriginal and Torres Strait Islander communities.

The Research Officer(s) will contribute to cutting-edge innovative and multidisciplinary research in areas of Aboriginal and Torres Strait Islander wellbeing, in partnership with Aboriginal and Torres Strait Islander individuals, communities, and organisations. The Research Officer(s) will be expected to be organised, reliable and work with limited supervision. Some domestic travel may also be involved.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

For assistance please contact HR Division Ph. 6125 3346

The Research Officer(s) will report to a Senior Academic (Prof Raymond Lovett, Assoc. Prof Lisa Whop, Dr Raglan Maddox, Dr Katherine A. Thurber, and/or Dr Rosemary Wyber) within the National Centre for Aboriginal and Torres Strait Islander Wellbeing Research. The role will include working with staff across the Centre as well as NCEPH, the University and external partners more broadly. The Research Officer(s) will be supported to develop and maintain trusted relationships with range of community organisations, governments, and non-government organisations to contribute to collaborative research and teaching.

Role Statement:

Under the supervision of senior academic staff, the Research Officer will:

- Conduct research as a member of a team or independently, with the primary aim of contributing to improvements Aboriginal and Torres Strait Islander wellbeing. This may include fieldwork/engagement with Aboriginal and Torres Strait Islander communities/organisations.
 - Provide support to the research team, which may include but are not limited to:
 - Assisting in the design, conduct and write up and dissemination of quantitative and qualitative research.
 - Manage qualitative and/or quantitative datasets.
 - Prepare applications, amendments and annual reports for relevant Human Research Ethics Committees.
 - Contributing to and assisting in the preparation and dissemination of conference presentations, literature reviews, research publications, and knowledge translation outputs.
 - Performing library, internet and literature searches and preparing bibliographies.
 - Attending, participating in and organising meetings and activities.
 - Participate in workshops, professional networks and stakeholder engagement where relevant, and provide input to improve the area's research practices and processes.
 - Any other tasks as reasonably required by the supervisor and/or Centre Director.
 - 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:

Research Officer, ANU05/6

1. Completion or near completion of a degree in health services, public health or other related discipline or an equivalent combination of relevant experience and/or education and training.
2. Commitment to working with Aboriginal and Torres Strait Islander peoples shown by capacity to:
 - a. Understand Aboriginal and Torres Strait Islander peoples and cultures;
 - b. Identify issues affecting Aboriginal and Torres Strait Islander peoples; and
 - c. Communicate respectfully in a culturally sensitive manner.
3. Demonstrated effective interpersonal skills and verbal and written communication skills, including the ability to draft correspondence and research related papers, and an ability to consult and liaise effectively with a range of people in culturally diverse environments.
4. Experience in conducting research, such as undertaking literature reviews.
5. Proven organisational skills and attention to detail, with a demonstrated ability to prioritise own workload and to work effectively 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 draft reports and demonstrated skills using the MSOffice. Experience using bibliographical management software (e.g. EndNote) is desirable.
7. A demonstrated understanding of equity and 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.

Delegate Signature:		Date:	
Printed Name:		Position:	

References:
General Staff Classification Descriptors
Academic Minimum Standards



Pre-Employment Work Environment Report

Position Details

College/Div/Centre	CHM	Dept/School/Section	NCEPH
Position Title	Research Officer	Classification	ANU05/6
Position No.	TBA	Reference No.	TBA

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 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"/>
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/	<input type="checkbox"/>	<input type="checkbox"/>	clinical specimens, including blood	<input type="checkbox"/>	<input type="checkbox"/>
carcinogens			genetically-manipulated specimens	<input type="checkbox"/>	<input type="checkbox"/>
pesticides / herbicides	<input type="checkbox"/>	<input type="checkbox"/>	immunisations	<input type="checkbox"/>	<input type="checkbox"/>
OTHER POTENTIAL HAZARDS (please specify):					

Supervisor's Signature:		Print Name:		Date:	
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