



College/Division:	College of Science
Faculty/School/Centre:	Research School of Biology
Department/Unit:	Division of Biomedical Science and Biochemistry
Position Title:	Research Officer
Classification:	ANU Officer Grade 5/6 (Research)
Position No:	TBC
Responsible to:	Alexander Maier
Number of positions that report to this role:	N/A
Delegation(s) Assigned:	N/A

PURPOSE STATEMENT:

The ANU College of Science (CoS) encompasses the disciplines of: Astronomy, Biology, Chemistry, Earth Sciences, Environment and Society, Mathematics, Physics, Science Communication and is also home to cross-disciplinary and specialist Institutes and Centres. Staff and students within the ANU College of Science conduct research and deliver a research-led education program that encompasses the entire breadth of the sciences, supported by extensive international networks and by world-class facilities.

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 reports directly to the Lead PI of the project, and liaises 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:

- 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 includes cellular and biochemically based assays like drug response curves, western blots and PCRs, as well as maintaining a whole range of eukaryotic parasite and host cell lines.
 - Assisting in the preparation of research profiles, reports and publications.
 - Creating, testing, maintaining and managing relevant databases accurately.
 - Assisting in the compliance 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.
- Undertake basic laboratory maintenance including; monitoring and maintaining laboratory stocks and general laboratory housekeeping in compliance with WHS procedures.
- 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 seminars, 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 molecular biology, or molecular parasitology and an interest in a field closely related to allocated research activities. Sound knowledge of quantitative and qualitative research methodologies is essential.
2. Knowledge of biological processes as well as cell culture skills. Experience and/or knowledge of molecular biology, cell biology, protein biochemistry, molecular biology and parasite research is desirable.
3. Experience in basic laboratory maintenance, as well as knowledge of general laboratory WHS procedures.
4. 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.
5. 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.
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 statistical software and bibliographical managements software may 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.

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:	02/02//2023
Printed Name:	Alexander Maier	Uni ID:	u5083795

References:

[General Staff Classification Descriptors](#)



Position Details

College/Div/Centre	College of Science	Dept/School/Section	RSB/BSB
Position Title	Research Officer	Classification	ANU Officer Grade 5/6 (Research)
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 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

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 checked="" type="checkbox"/>	<input type="checkbox"/>	
lifting, manual handling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
repetitive manual tasks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Organizing events	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
fieldwork & travel	<input type="checkbox"/>	<input checked="" 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
ultraviolet	<input type="checkbox"/>	<input checked="" type="checkbox"/>	beta particles
infra red	<input type="checkbox"/>	<input type="checkbox"/>	nuclear particles
laser	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
radio frequency	<input type="checkbox"/>	<input type="checkbox"/>	
CHEMICALS			BIOLOGICAL MATERIALS
hazardous substances	<input checked="" type="checkbox"/>	<input type="checkbox"/>	microbiological materials
allergens	<input checked="" type="checkbox"/>	<input type="checkbox"/>	potential biological allergens
cytotoxics	<input checked="" type="checkbox"/>	<input type="checkbox"/>	laboratory animals or insects
mutagens/teratogens/carcinogens	<input type="checkbox"/>	<input checked="" type="checkbox"/>	clinical specimens, including blood

pesticides / herbicides	<input type="checkbox"/>	<input type="checkbox"/>	genetically-manipulated specimens	<input checked="" type="checkbox"/>	<input type="checkbox"/>
			immunisations	<input type="checkbox"/>	<input type="checkbox"/>
OTHER POTENTIAL HAZARDS (please specify):					
Supervisor/Delegate Name:		Alexander Maier	Date:	02/02/2023	