

SENIOR RESEARCH OFFICER

DEPARTMENT/UNIT	BehaviourWorks Australia / Monash Sustainable Development Institute
FACULTY/DIVISION	Deputy Vice Chancellor (research) and Senior Vice-President
CLASSIFICATION	HEW Level 8
DESIGNATED CAMPUS OR LOCATION	Clayton campus

ORGANISATIONAL CONTEXT

At [Monash](#), work feels different. There's a sense of belonging, from contributing to something groundbreaking – a place where great things happen. You know you're part of something special and purposeful because, like Monash, your ambitions drive you to make change.

We have a clear purpose to deliver ground-breaking intensive research; a world-class education; a global ecosystem of enterprise – and we activate these to address some of the [challenges](#) of the age, Climate Change, Thriving Communities and Geopolitical Security.

We welcome and value difference and [diversity](#). When you come to work, you can be yourself, be a change-maker and develop your career in exciting ways with curious, energetic, inspiring and committed people and teams driven to make an impact – just like you.

We champion an [inclusive workplace culture](#) for our staff regardless of ethnicity or cultural background. We have also worked to improve [gender equality](#) for more than 30 years. Join the pursuit of our purpose to build a better future for ourselves and our communities – [#Changelt](#) with us.

As a leading interdisciplinary research and education institute, **Monash Sustainable Development Institute** (MSDI) is advancing the wellbeing of people and planet, for current and future generations. Monash University has a wealth of sustainable development expertise across its ten faculties. MSDI engages across Monash to bring together applied and transdisciplinary researchers, practitioners and students to advance systems transformation for sustainable development; and provides a platform to create change through deep collaboration, working in close partnership with government, industry and communities to amplify our impact.

MSDI is also host to the Sustainable Development Solutions Network (SDSN) Australia, New Zealand and Pacific Regional Centre. We offer forward-thinking study programs and courses that

enable people and organisations to engage with and respond to some of the biggest environmental, economic and social issues facing our world today. For more information, please visit www.monash.edu/msdi

BehaviourWorks Australia (BWA) employs researchers from a broad range of disciplines with a common interest in cutting-edge research on how to influence behaviour and implement behaviour change mechanisms and programs. With a strong focus on collaboration, it places great importance on bringing together the best people working in academia, the community, business and government to achieve effective policies, strategies and outcomes across a range of health, social and sustainability issues, all underpinned by high-quality interdisciplinary research.\

BWA's work is guided by a number of sources, including State and Federal Government policies and agendas, current thinking and evidence in leading behaviour change research, industry sectors with a social or environmental agenda, and our collaborators' knowledge and experience. For more information, please visit www.behaviourworksaustralia.org.

Monash and the Monash Sustainable Development Institute values staff diversity and champions inclusive practices. We are committed to equitable decision making and apply the principles of achievement relative to opportunity in our selection processes.

POSITION PURPOSE

The Senior Research Officer utilises senior-level, specialist knowledge to oversee and deliver high-quality research services related to waste, circular economy and behaviour change research at BehaviourWorks Australia. The Senior Research Officer performs and oversees a range of significant and complex research activities that play a critical role in supporting the achievement of research program outcomes. This includes managing, overseeing and undertaking tasks such as drafting and preparing research papers, developing research protocols and procedures, undertaking complex analysis, providing expert advice and training, managing projects and partnerships, and coordinating the contribution of other research staff, while ensuring a compliant and safe research environment.

The Senior Research Officer provides leadership to the Environment Portfolio team in the delivery of high-level and professional research services and effective achievement of waste, circular economy and behaviour change research priorities and provides expert advice at both strategic and operational levels.

Reporting Line: The position reports to Senior Research Fellow

Supervisory Responsibilities: Not applicable

Financial Delegation: Not applicable

Budgetary Responsibilities: The position is responsible for managing a variety of research project budgets

KEY RESPONSIBILITIES

1. Contribute to strategic and operational planning and the achievement of research goals
2. Plan and manage a research program or projects including applying research methodology, managing risks, study design, execution, data analysis, interpretation of results and reporting to meet study objectives, research protocols, timeframes and regulatory compliance requirements
3. Maintain an up-to-date specialist or technical knowledge of new and innovative research methodology, equipment, technology, data management and analysis capability and protocols in the field of research specialisation, including provision of expert advice
4. Manage a research administration program which may include providing expert advice on, developing and contributing to; papers for publication, research or technical procedures, grant

applications, reports, literature reviews, data analysis and supporting patenting, copyright or licensing activity

5. Exercise strong budget management for the research program or facility managed, where required, including planning and allocating resources, developing funding proposals and reporting on budget status
6. Represent the research unit, department or facility and contribute to marketing and business development opportunities with industry, business, government and the community, including working with others to realise funding opportunities, research collaboration, joint ventures and agreements
7. Manage and oversee risk, compliance, OHS and quality assurance for the research programs or facilities managed including regular monitoring and reporting in accordance with research and other guidelines and regulations
8. Develop, pursue and maintain strong partnerships, collaborations and networks with academic and other staff, relevant research bodies, service providers and functional areas
9. Other duties as directed from time to time

KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:
 - Postgraduate qualifications or progress towards postgraduate qualifications and extensive relevant experience; or
 - extensive experience and management expertise; or
 - an equivalent combination of relevant experience and/or education/training.

Knowledge and Skills

2. Demonstrated extensive knowledge and a track record in applying research principles in the area of waste, circular economy and behaviour change
3. Excellent operational management skills with proven ability to provide authoritative specialist and technical advice
4. Highly-developed planning and organisational skills, with experience establishing priorities, allocating resources and meeting deadlines in a complex research environment
5. Excellent project and budget management skills, with a proven record of successfully managing all aspects of large-scale research projects through to completion
6. Highly-developed analytical and conceptual skills including demonstrated ability to quickly assimilate new concepts and information and deliver positive, innovative solutions
7. Highly-developed interpersonal and communication skills with the ability to negotiate, influence and build consensus at senior levels and with a variety of stakeholders

OTHER JOB RELATED INFORMATION

- Travel to other campuses of the University may be required
- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which taking of leave may be restricted
- Candidates are required to complete the Good Character and Reputation declaration prior to appointment

GOVERNANCE

Monash University expects staff to appropriately balance risk and reward in a manner that is sustainable to its long-term future, contribute to a culture of honesty and integrity, and provide an environment that is safe, secure and inclusive. Ensure you are aware of and adhere to University policies relevant to the duties undertaken and the values of the University. This is a standard which the University sees as the benchmark for all of its activities in Australia and internationally.