



**Australian  
National  
University**

## Position Description

|  |  |
|--|--|
| <b>College/Division:</b>                             | College of Science                                   |
| <b>Faculty/School/Centre:</b>                        | Institute for Climate, Energy and Disaster Solutions |
| <b>Department/Unit:</b>                              |  |
| <b>Position Title:</b>                               | Senior Research Officer (Research)                   |
| <b>Classification:</b>                               | ANU Officer Level 7                                  |
| <b>Position No:</b>                                  | TBA  |
| <b>Responsible to:</b>                               |  |
| <b>Number of positions that report to this role:</b> | 0  |
| <b>Delegation(s) Assigned:</b>                       | TBA  |

### PURPOSE STATEMENT:

The Senior Research Officer provides comprehensive, high level support on a diverse range of research activities, including the application of solid knowledge of the discipline and research skills to conduct research independently as part of the research team.

### KEY ACCOUNTABILITY AREAS:

#### Position Dimension & Relationships:

The Senior Research Officer works closely with the lead researcher as part of the research team, contributing to the design and implementation of research directions and liaising with a wide range of stakeholder. The Senior Research Officer provides high level support to the research team, including monitoring contractual milestones and coordinating support aspects of allocated research activities.

This position may be required to supervise junior Research and Administrative Assistants.

### Role Statement:

Under broad direction, the Senior Research Officer will:

- Provide high level support to the research team, including but not limited to:
  - Coordinating the design and conducting of qualitative and quantitative research studies and the analysis of data. This may involve conducting experimental work and/or fieldwork and related activities.
  - Preparing research profiles, research papers and literature reviews and undertaking relevant archival work.
  - Sourcing research materials utilising multiple sources including libraries, online publications and repositories.
  - Creating, testing, maintaining and managing complex databases.
  - Coordinating relevant approvals to ensure compliance with regulatory and policy requirements including the ethics approval for the research team, as required.
- Conduct high level data synthesis and analysis, including the preparation and development of the relevant analysis reports and briefs, presenting research findings to internal and external stakeholders in a public forum including conferences and workshops as required.
- Monitor contractual milestones to ensure compliance with relevant regulations, and undertake timely reporting to Research Offices and/ or external funding agencies.
- Contribute to the financial management of research output including monitoring contractual milestones to ensure compliances with relevant regulations, providing timely progress reporting to Research Offices and external funding agencies, and proactively sourcing relevant funding opportunities.
- Coordinate the provision of efficient general support on a range of matters related to the allocated research activities, including ensuring effective communications with various stakeholders.

- Provide mentoring, training and support to junior project team members. This may involve, at times, direct staff supervision.
- Participate in workshops and professional networks across campus, develop extensive industry knowledge and participate initiatives to improve the area's research practices and processes.
- Perform other duties as requested, consistent with the classification level of the position and in line with the principle of multi-skilling.
- Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity

### SELECTION CRITERIA:

- Degree in a related discipline and demonstrated extensive relevant experience in a research or research support role or an equivalent combination of relevant experience and education/ training. A Degree with Honours or equivalent may be regarded positively.
- Sound knowledge of and demonstrated experience using quantitative and qualitative research methodologies, designing and implementing surveys and collecting and analysing high volume, complex research data. Experience obtaining research ethics approval may be regarded positively.
- Demonstrated high level verbal and written communication skills, including experience producing high-level business correspondence, project progress reports and various research related papers.
- Demonstrated high level interpersonal skills, with an ability to mentor and supervise staff and an ability to consult and liaise effectively with a wide range of people in a culturally diverse environment.
- 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.
- High level computer skills with demonstrated experience using information systems to generate complex reports and skills using the MSOffice suite, in particular Excel. Demonstrated experience designing, implementing and maintaining databases for research purposes is required. Experience in using high-level statistical software (e.g. R, SAS, SPSS) and bibliographical managements software (e.g. EndNote) may be regarded positively.
- A demonstrated understanding of equal opportunity principles and policies and a commitment to their application in a University context.

*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.*

|                                       |  |                |  |
|---------------------------------------|--|----------------|--|
| <b>Supervisor/Delegate Signature:</b> |  | <b>Date:</b>   |  |
| Printed Name:                         |  | <b>Uni ID:</b> |  |

### References:

[Professional Staff Classification Descriptors](#)



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# Pre-Employment Work Environment Report

## Position Details

|                    |                    |                     |  |
|--------------------|--------------------|---------------------|--|
| College/Div/Centre | College of Science | Dept/School/Section |  |
| Position Title     |                    | Classification      |  |
| 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](http://info.anu.edu.au/Policies/_DHR/Procedures/Employment_Medical_Procedures.asp)

## Potential Hazards

|   |                                     |                                     |  |
|---|-------------------------------------|-------------------------------------|--|
| <ul style="list-style-type: none"> <li>• Please indicate whether the duties associated with appointment will result in exposure to any of the following potential hazards, either as a <b>regular</b> or <b>occasional</b> part of the duties.</li> </ul> |                                     |                                     |  |
| <b>TASK</b>   | <b>regular</b>                      | <b>occasional</b>                   |  |
| key boarding  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |  |
| lifting, manual handling  | <input type="checkbox"/>            | <input type="checkbox"/>            |  |
| repetitive manual tasks   | <input type="checkbox"/>            | <input type="checkbox"/>            |  |
| Organizing events   | <input type="checkbox"/>            | <input type="checkbox"/>            |  |
| fieldwork & travel  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |  |
| driving a vehicle   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |  |
| <b>NON-IONIZING RADIATION</b>   |                                     |                                     |  |
| solar   | <input type="checkbox"/>            | <input type="checkbox"/>            |  |
| ultraviolet   | <input type="checkbox"/>            | <input type="checkbox"/>            |  |
| infra red   | <input type="checkbox"/>            | <input type="checkbox"/>            |  |
| laser   | <input type="checkbox"/>            | <input type="checkbox"/>            |  |
| radio frequency   | <input type="checkbox"/>            | <input type="checkbox"/>            |  |
| <b>CHEMICALS</b>  |                                     |                                     |  |
| hazardous substances  | <input type="checkbox"/>            | <input type="checkbox"/>            |  |
| allergens   | <input type="checkbox"/>            | <input type="checkbox"/>            |  |
| cytotoxics  | <input type="checkbox"/>            | <input type="checkbox"/>            |  |
| mutagens/teratogens/  | <input type="checkbox"/>            | <input type="checkbox"/>            |  |
| carcinogens   | <input type="checkbox"/>            | <input type="checkbox"/>            |  |
| pesticides / herbicides   | <input type="checkbox"/>            | <input type="checkbox"/>            |  |
| <b>TASK</b>   | <b>regular</b>                      | <b>occasional</b>                   |  |
| laboratory work   | <input type="checkbox"/>            | <input type="checkbox"/>            |  |
| work at heights   | <input type="checkbox"/>            | <input type="checkbox"/>            |  |
| work in confined spaces   | <input type="checkbox"/>            | <input type="checkbox"/>            |  |
| noise / vibration   | <input type="checkbox"/>            | <input type="checkbox"/>            |  |
| electricity   | <input type="checkbox"/>            | <input type="checkbox"/>            |  |
| <b>IONIZING RADIATION</b>   |                                     |                                     |  |
| gamma, x-rays   | <input type="checkbox"/>            | <input type="checkbox"/>            |  |
| beta particles  | <input type="checkbox"/>            | <input type="checkbox"/>            |  |
| nuclear particles   | <input type="checkbox"/>            | <input type="checkbox"/>            |  |
| <b>BIOLOGICAL MATERIALS</b>   |                                     |                                     |  |
| microbiological materials   | <input type="checkbox"/>            | <input type="checkbox"/>            |  |
| potential biological allergens  | <input type="checkbox"/>            | <input type="checkbox"/>            |  |
| laboratory animals or insects   | <input type="checkbox"/>            | <input type="checkbox"/>            |  |
| clinical specimens, including blood   | <input type="checkbox"/>            | <input type="checkbox"/>            |  |
| genetically-manipulated specimens   | <input type="checkbox"/>            | <input type="checkbox"/>            |  |
| immunisations   | <input type="checkbox"/>            | <input type="checkbox"/>            |  |
| <b>OTHER POTENTIAL HAZARDS (please specify):</b>  |                                     |                                     |  |
| <b>Supervisor/Delegate Name:</b>  |                                     | <b>Date:</b>                        |  |