



**Australian
National
University**

Position Description

College/Division:	College of Science
Faculty/School/Centre:	Fenner School of Environment & Society
Department/Unit:	Conservation and Landscape Ecology Group
Position Title:	Research Officer
Classification:	ANU Officer 5/6 (Research)
Position No:	TBA
Responsible to:	Prof David Lindenmayer
Number of positions that report to this role:	N/A
Delegation(s) Assigned:	N/A

PURPOSE STATEMENT:

The Research Officer provides comprehensive support on a diverse range of research activities including providing support to allocated research activities. The Research Officer will contribute to identified projects undertaken by the Lindenmayer group.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

The Research Officer works as part of the research team, liaising with a wide range of stakeholders and providing assistance with the design and implementation of research directions. The Research Officer will be responsible for undertaking management of data and 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 development and maintenance of databases and quantitative analysis of data. This may involve, at times, fieldwork and related activities.
 - Assisting in the preparation of research profiles, papers and literature reviews, including any archival work.
 - Editing and submission of manuscripts for publication, including copyright compliance.
 - Performing library, internet and literature searches and preparing bibliographies.
 - Maintenance of Endnote databases.
 - Secretariat support as required.
2. Undertake statistical analysis as required and contribute to research paper development.
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, coordination of photographers, production of graphics, 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 ecology.
2. Sound knowledge of quantitative research methodologies.
3. Demonstrated effective interpersonal skills and verbal and written communication skills, including the ability to contribute to research paper development, and an ability to consult and liaise effectively with a wide range of people in a culturally diverse environment.
4. 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.
5. Demonstrated experience using information systems, including the ability to generate complex reports and demonstrated skills using the MS Office suite, in particular Excel, Adobe Creative Suite and Powerpoint. Experience in using high-level statistical software (e.g. R), GIS software, and bibliographical managements software (e.g. EndNote) may be regarded positively.
6. 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 Name:	Prof David Lindenmayer	Date:	19 January 2022
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References:

[Professional Staff Classification Descriptors](#)

[Academic Minimum Standards](#)