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| **College/Division:** | ANU College of Asia and the Pacific (CAP) |
| **Faculty/School/Centre:**  | School of Regulation and Global Governance (RegNet) |
| **Position Title:**  | Research Assistant |
| **Classification:** | ANU Officer 4 |
| **Position No:** |  |
| **Responsible to:** | Chief Investigator, Peacebuilding Compared |

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| **PURPOSE STATEMENT:**The ANU College of Asia and the Pacific (CAP) leads intellectual engagement with the Asia-Pacific region through research, teaching and contributions to public debate, and seeks to set the international standard for scholarship concerning the region. The School of Regulation and Global Governance (RegNet) is one of four Schools in CAP. RegNet is a dynamic community of scholars from different disciplines united by our interest in governance and regulation. Our work is built on the principles of justice, sustainability and human well-being. Currently we work in the following thematic areas: Climate, Energy and the Environment; Law, Justice and Human Rights; Society, Safety and Health; and Trade, Investment and Intellectual Property.**KEY ACCOUNTABILITY AREAS:****Position Dimension & Relationships:** The Research Assistant will provide research assistance to three projects and one Centre; Peacebuilding Compared, Regulation and Social Capital, Restorative Justice for the Environmental and the Centre for Restorative Justice. The position will interact with academics and professional staff across the School, College and University as well as with local partners and stakeholders.Role Statement:Under general direction, the Research Assistant will perform the following duties:1. Provide research support to the CIs and other academics in the projects, including performing library, Internet and literature searches and preparing bibliographies.
2. Providing assistance with project administration tasks such as data management, organising meetings, event coordination, travel support.
3. Contribute to the production of publications, including researching, editing, formatting and proofreading.
4. Liaise with affiliates both within and outside the University including industry partners.
5. Undertake other duties consistent with the classification level of the position.
6. Comply with all ANU policies and procedures and in particular those relating to work health and safety and equal opportunity.
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| **SELECTION CRITERIA**1. Demonstrated experience in a research or research support role in social sciences or law and an interest in a field closely related to one or more of the research activities. Postgraduate qualifications would be regarded positively.
2. Familiarity with quantitative and qualitative research methodologies as well as experience in data analysis.
3. Proficient computer skills with demonstrated experience using the MsOffice suite and experience in maintaining website content and using communications and bibliographical management software (e.g. Mailchimp, In-design, Photoshop and EndNote).
4. Effective interpersonal skills and verbal and written communication skills and a proven ability to consult and liaise effectively with a wide range of people in a culturally diverse environment.
5. Proven ability to multi-task, prioritise own workload and to work both independently on routine tasks and as part of an administrative team, escalating issues when needed.
6. A demonstrated general knowledge and understanding of equal opportunity principles as they relate to employment.
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