



Position Description

Position Title:	Research Officer
Classification:	ANU Officer Grade 5/6 (Research) Full time for 11 months

PURPOSE STATEMENT

The Research Assistant provides comprehensive research and project management support on a diverse range of research projects, including a new ARC Linkage project 'Understanding engagement to regulate the commercial determinants of health'. This role has an emphasis on qualitative research, proficiency with databases and software (including Word, NVivo, Endnote), and project team organisation and planning.

The position will be based within the Menzies Centre for Health Governance (MCHG) in the School of Regulation and Global Governance (RegNet) at the ANU College of Asia and the Pacific (CAP). The MCHG seeks to understand the dynamic systems of institutions, actors and ideas that shape multisectoral public policy, market practices and products, and the actions of civil society groups, and the ways in which this affect health and health inequities. RegNet is a dynamic community of scholars from different disciplines united by our interest in governance and regulation. It has received international recognition as one of the world's most vibrant governance and regulatory academic centres, combining rigorous interdisciplinary research with innovative forms of knowledge-translation locally, nationally and globally. 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.

KEY ACCOUNTABILITY AREAS

Position Dimension & Relationships:

The Research Assistant works as part of the Menzies Centre for Health Governance team and is responsible for providing general support to various research projects on the social and commercial determinants of health. Specifically, the Research Assistant will work closely with the ARC Linkage project co-directors Professor Sharon Friel and Dr Belinda Townsend.

Role Statement:

Under general direction, the Research Assistant will:

1. Provide project management and research support to the MCHG including but not limited to:
 - Assisting in the conduct of research studies and in the analysis of data.
 - Assisting in the preparation of literature reviews, including archival work.
 - Performing library, internet and literature searches and preparing bibliographies.
 - Contribute to the production of academic publications, including writing, editing, formatting and submitting to journals
 - Creating, testing, maintaining and managing relevant databases.
2. Support the timely and on budget delivery of projects, including budget and milestone management and reporting, and support the development of new grant applications

3. Provide general support on a range of research related matters, including coordinating Linkage project team meetings, coordinating the communications to various stakeholders and organising relevant travel and events.
4. Comply with all ANU policies and procedures, in particular those relating to work health and safety and equal opportunity.
5. 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 a related discipline and an interest in a field closely related to allocated research activities.
2. Sound knowledge of qualitative research methodologies. Experience in literature reviews and qualitative data analysis may be regarded positively.
3. 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.
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 the MSOffice suite, in particular Word, Excel and Powerpoint, and bibliographical managements software (e.g. EndNote) is essential. Experience in using NVivo software is desirable.
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.

References: [Professional Staff Classification Descriptors](#)



Pre-Employment Work Environment Report

Position Details

College/Div/Centre	CAP	Dept/School/Section	RegNet
Position Title	Research Officer	Classification	ANUO 5
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

- 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	TASK	regular	occasional
key boarding	<input checked="" type="checkbox"/>	<input type="checkbox"/>	laboratory work	<input type="checkbox"/>	<input type="checkbox"/>
lifting, manual handling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	work at heights	<input type="checkbox"/>	<input type="checkbox"/>
repetitive manual tasks	<input type="checkbox"/>	<input checked="" type="checkbox"/>	work in confined spaces	<input type="checkbox"/>	<input type="checkbox"/>
catering / food preparation	<input type="checkbox"/>	<input type="checkbox"/>	noise / vibration	<input type="checkbox"/>	<input type="checkbox"/>
fieldwork & travel	<input type="checkbox"/>	<input checked="" type="checkbox"/>	electricity	<input type="checkbox"/>	<input 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	<input type="checkbox"/>	<input type="checkbox"/>
ultraviolet	<input type="checkbox"/>	<input type="checkbox"/>	beta particles	<input type="checkbox"/>	<input type="checkbox"/>
infra red	<input type="checkbox"/>	<input type="checkbox"/>	nuclear particles	<input type="checkbox"/>	<input type="checkbox"/>
laser	<input type="checkbox"/>	<input type="checkbox"/>			
radio frequency	<input type="checkbox"/>	<input type="checkbox"/>			
CHEMICALS			BIOLOGICAL MATERIALS		
hazardous substances	<input type="checkbox"/>	<input type="checkbox"/>	microbiological materials	<input type="checkbox"/>	<input type="checkbox"/>
allergens	<input type="checkbox"/>	<input type="checkbox"/>	potential biological allergens	<input type="checkbox"/>	<input type="checkbox"/>
cytotoxics	<input type="checkbox"/>	<input type="checkbox"/>	laboratory animals or insects	<input type="checkbox"/>	<input type="checkbox"/>
mutagens/teratogens/ carcinogens	<input type="checkbox"/>	<input type="checkbox"/>	clinical specimens, including blood	<input type="checkbox"/>	<input type="checkbox"/>
pesticides / herbicides	<input type="checkbox"/>	<input type="checkbox"/>	genetically-manipulated specimens	<input type="checkbox"/>	<input type="checkbox"/>
			immunisations	<input type="checkbox"/>	<input type="checkbox"/>
OTHER POTENTIAL HAZARDS (please specify):					