

Position Title	Research Assistant
Group/Portfolio	Arts, Education and Law / Griffith Law School
Classification	Research Assistant, Grade 2
Position Number	00063608
Reports To	ARC DECRA Fellow
Employment Type	Fixed Term

1.0 Position Purpose

This position is a member of the Griffith Law School and providing high level research assistance for an Australian Research Council (ARC) Discovery Early Career Researcher Award (DECRA) on the specific project which will explore how universal jurisdiction can be leveraged to prosecute atrocity crimes in the Asia-Pacific region.

The Research Assistant will provide support to assist with planning and executing the projection in collaboration with the project team.

2.0 Eligibility Requirements

- The occupant of this position will hold a Bachelor of Laws or Masters Degree and be undertaking post-graduate study or equivalent qualifications/work experience in a relevant field.

3.0 Key Responsibilities

- Managing the administration of the project, including arranging meetings, coordination of travel and other project activities, and finance tracking and reporting.
- Preparing literature reviews and summaries of cases/materials and workshop proceedings.
- Supporting the collation of relevant scholarship, laws, and cases concerning universal jurisdiction from media and databases.
- Assisting with some forms of analysis, such as the coding of documents.
- Identifying key actors to invite to project workshops and for interviews.
- Communications and marketing support for dissemination of publications.

- Digital skills to assist with establishing and administering a project website and collaboration hub.
- Ensure compliance with relevant legislation and University policies and procedures, including research ethics, equity and health & safety and exhibit good practice in relation to same.
- Be a leading example of the principles and values embodied in the University's Code of Conduct, and behave, act and communicate at all times to reflect fairness, ethics and professionalism.

4.0 Key Capabilities

- Griffith University identifies the attributes of resilience, flexibility, creativity, digital literacy and entrepreneurship as critical to our graduates' success, in the rapidly changing future world of work. We have established a Griffith University Capability Development Framework to provide a common language of some of the non-technical organisation skills that will support our staff to thrive now and into the future. The Capability Development Framework will assist you to understand the current skill level of this position in the non-technical but critical skill domains that are increasingly important in a changing workplace context.

To read about some of the non-technical organisation skills for this position, please see the Leads Self section of our [Capability Development Framework](#).