

POSITION DESCRIPTION

Research Assistant



WESTERN SYDNEY
UNIVERSITY



POSITION DETAILS

Position Title	Research Assistant
Classification	HEW 5
Position Number	7016432
School/Office	School of Engineering
Division	Provost

POSITION PURPOSE

The Research Assistant supports the delivery of a research project focused on AI assisted data analysis by providing technical and research support to investigators. The role contributes through data collection, laboratory work, data processing, and preparation of reports and documentation. It also supports research coordination, maintains accurate records, and assists with research outputs and grant documentation under guidance, while providing practical support in the laboratory and assisting students with routine tasks.

KEY ACCOUNTABILITIES

1. Conduct literature and database searches to support analysis of urban heat using established research methods.
2. Collect, compile, and organise urban heat data for selected locations in NSW, ensuring accuracy and completeness.
3. Apply standard analytical techniques to examine relationships between surface materials and surface temperature.
4. Prepare regular progress reports to support project monitoring and discussions with the project lead.
5. Compile findings and contribute to a final report on the impact of surface materials on urban heat.
6. Prepare presentation materials for meetings with industry and community stakeholders meetings, ensuring information is clear and aligned to project outputs.
7. Participate in stakeholder meetings, providing information on data collection and analysis in response to enquiries.

QUALIFICATIONS, EXPERIENCE AND SKILLS

1. Tertiary qualification in Architecture, Civil Engineering, or a related field, or an equivalent combination of degree and relevant work experience.
2. Demonstrated experience working on construction, built environment, or related technical projects.
3. Ability to conduct literature reviews and apply basic data analysis techniques using established methods.
4. Well developed written and verbal communication skills, including the ability to present information clearly.
5. Sound organisational skills, with the ability to manage tasks and meet deadlines under general direction.
6. Experience using standard computing applications, including data analysis tools, and familiarity with drawing or project management software.

KEY RELATIONSHIPS

- **This position reports to:** Lead Investigator
- **This position supervises:** Nil
- **Key internal relationships:**
 - Team members and HDR students
 - Professional and support colleagues within the School and University
 - Casual Academics
- **Key external relationships:**
 - Industry and community partners
 - Regulatory Bodies
 - Students

CHALLENGES

- Managing competing project tasks, including data collection, analysis, and reporting, within required timeframes.
- Interpreting and presenting technical data in a clear and accessible way for different audiences.
- Adapting to changes in project scope and priorities under general direction.
- Ensuring accuracy, consistency, and completeness when working with data from multiple sources.

UNIVERSITY EXPECTATIONS

The University expects that all employees are aware of, and comply with legislation and Western's policies and procedures relevant to the position, including but not limited to:

- Code of Conduct
- Work Health and Safety and Wellbeing Management System
- Enterprise Agreement or Award
- Anti-discrimination principles, Equal Employment Opportunity and staff and student equity.

Approved by: People and Culture Partner

Date: 11 June 2026