

POSITION DESCRIPTION



Research Officer



POSITION DETAILS

Position Title	Research Officer
Classification	HEW Level 6
Position Number	7007664
School/Office	School of Social Sciences
Division	Faculty of SABEL

POSITION PURPOSE

The Research Officer will work predominantly on the Challenging Racism Project (CRP). The Research Officer is responsible for assisting with research development through project management, independent research, gathering of research materials and data, publications, data entry and analysis, preparation of reports for specific research projects, preparing and tracking budgets.

The Research Officer will be responsible for assisting with the preparation of grant applications and tenders. The incumbent will also be required to assist in maintaining relationships with research partners.

KEY ACCOUNTABILITIES

1. Oversight of people working on research projects (including support for casual Research Assistants and HDRs working on CRP projects).
2. Oversight of research activities (including project management, research, liaison with partners).
3. Represent and promote CRP and its research work both internally (within the University) and externally (industry, government, media etc.) and manage relationships with project partners.
4. Develop and manage high-level budget expenditure for research projects by careful monitoring of expenditure matched to the budget.
5. Undertake qualitative and/or quantitative analysis of research data and report on the same.
6. Liaise with other researchers, academics and research students to develop strong relationships with stakeholders within and outside the University.
7. Lead meetings, maintain accurate records and files, and monitoring project expenditure and milestones.
8. Prepare ethics applications, grant applications and research reports.
9. Coordinate and implement data storage in accordance with University policy and NSW legislation.

10. Assist in the preparation and presentation of academic papers and reports.
11. Attend research group meetings.
12. Train participants in specialised equipment/software and data management.

QUALIFICATIONS, EXPERIENCE AND SKILLS

1. Honours degree or equivalent in a relevant Social or Behavioural Sciences discipline, and experience working in a higher education research setting.
2. Demonstrated research experience in race and ethnic studies, and a demonstrated commitment to, and interest in, anti-racism, multiculturalism and equal employment opportunity.
3. Expertise with a range of social science methodologies, and the analysis of both quantitative and qualitative data.
4. Ability to conduct literature reviews, write research reports and to prepare ethics and funding applications.
5. Well-developed written communication skills encompassing the ability to draft, proof-read and provide editorial advice on scholarly publications.
6. Capacity to assist in complex project management, excellent organisational, administrative and time management skills, including the capacity to pay attention to detail, multi-task and meet deadlines.
7. Highly developed oral and interpersonal communication skills, with the ability to deal with a wide range of people and interests, and to work as a member of a team or team leader.
8. Ability to undertake relationship management with partners in the higher education, industry, government and not-for-profit sectors.
9. Ability to use advanced databases and information systems, as well as the ability to research topics online and to learn and apply new technologies to support project delivery.

KEY RELATIONSHIPS

This position reports to: Executive Dean, Faculty of SABEL

This position supervises: N/A

Key internal relationships:

- Executive Dean SABEL
- Professional staff within the School and University
- Academic staff within the School

Key external relationships:

- Research partners: government, non-profit and industry

CHALLENGES

- Achieving project aims by performing analysis, writing reports and liaising with/assisting other members/students participating in the research projects and other research work as deemed necessary.
- Managing stakeholder's research-related needs.
- Acting autonomously, but with supervision from the Executive Dean SABEL.

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:

Date: