

POSITION TITLE	Research Assistant
FACULTY/INSTITUTE/DIVISION	Science, Engineering and Technology
SCHOOL/SECTION	School of Biological Sciences
CAMPUS	Sandy Bay
CLASSIFICATION	Research Assistant
DATE	August 2017

POSITION SUMMARY

[Open to Talent](#), the University of Tasmania's strategic plan, sets a bold vision for the future, with high ambitions across the domains of research, students and community. UTAS recognises that achieving this vision is dependent on the people who work for the University. [Opening UTAS to Talent: The UTAS Academic](#) specifies performance expectations in both research and learning and teaching for each academic level and for each discipline area. These performance expectations will inform recruitment to this position and the ongoing obligations of the appointee.

A Research Assistant position is currently being offered within the University of Tasmania Node of the new *ARC Centre of Excellence for Australian Biodiversity and Heritage* (CABAH) – ARC Australian Laureate Prof. BW Brook and Prof. CN Johnson are chief investigators. The Research Assistant will work collaboratively with the CABAH research team and the Dynamics of Eco-Evolutionary Patterns (DEEP) group at UTAS, to provide quality research and administrative support. The role includes a broad range of responsibilities and is both challenging and dynamic. The appointee will work closely with the project team to ensure that specific aims of CABAH and research needs are met.

The goals of CABAH are to develop a world-class, interdisciplinary research programme to understand Australia's unique biodiversity and heritage spanning the last 130,000 years. The goal is to identify and track long-term environmental change and responsible processes. The knowledge and lessons learned here will be used to predict responses to future changes, and ensure Australia's biota can adapt successfully to the changing environment. This position's role will focus on a combination of administrative duties and guided research projects, reporting to postdoctoral research fellows and the supervisors.

Due to the projects' interdisciplinary nature, there will be substantial collaboration with members of the Centre of Excellence for Australian Biodiversity and Heritage (CABAH), with researchers from the School of Biological Sciences actively involved in the Centre's activities. Headquartered at the University of Wollongong, CABAH brings together eight Australian universities (UOW, James Cook University, University of New South Wales, Australian National University, University of Adelaide, Flinders University, Monash University and University of Tasmania), with a range of partner organisations, including major public education and engagement institutions in Australia (Australian Museum, Queensland Museum, South Australian Museum and State Library of New South Wales) and overseas (Papua New Guinea, Indonesia, France, Germany, Denmark, the UK and the USA). The CABAH team consists of 27 researchers based in Australian and international universities and research institutions, as well as a range of other Australian and international leaders in research, science communication, and education and engagement. The Centre will commence in June 2017, with significant funding from the Australian Research Council, the NSW Government and participating universities, museums, and other organisations. CABAH will support around 40 new research positions and more than 50 research students over its 7-year life.

The contract will be offered initially for a period of two years, with the possibility of extension, subject to satisfactory performance reviews and approval by the project supervisors.

The University's Statement of Values indicates a commitment to 'working from the strength that diversity brings'. The University is anxious to work towards fulfilling that commitment through its recruitment policies and practices. In particular, women are especially encouraged to apply for this position.

POSITION RELATIONSHIPS

Supervisors	Laureate Professor Barry Brook, Professor Chris Johnson, Jessie Buettel
Direct reports	Postdoctoral employees as required
Other	Head of School, other research and administrative members of the School as appropriate, collaborators at other interstate and international institutions.

KEY ACCOUNTABILITIES AND OUTCOMES

1.	Communicate effectively with academic and professional staff across the University as well as with existing stakeholders, external parties, industry and the general public.
2.	Manage administrative and financial tasks associated with the UTas node of the ARC <i>Centre of Excellence for Australian Biodiversity and Heritage (CABAH)</i> , including: <ul style="list-style-type: none"> • providing assistance with the preparation of reports, correspondence and other documentation; • Coordinating purchases of equipment and supplies, filing receipt information, co-ordinating personnel and management of equipment. Managing and maintaining group websites.
3.	Manage individual fieldwork, and take part in field work carried out by other members of CABAH, within the School of Biological Sciences; ensuring compliance with workplace health and safety standards and other legislative requirements.
4.	Undertake research tasks as required including data collection, analysis and management, literature searches and library development and maintenance, as well as write up of research work for publishing.
5.	Provide high level advice and support to CABAH group members, and others within the University, Faculty, and School; providing accurate, timely and concise information and/or recommendations.
6.	Represent the project team as required in meetings, working parties and other forums, both within the University and with external stakeholders.
7.	Undertake other duties within field of expertise, knowledge and scope as required.
8.	Supervise administrative, technical and/or professional staff in accordance with project requirements and provide guidance to postgraduate students in the planning of field and laboratory research.

DECISION MAKING AUTHORITY/LEVEL OF RESPONSIBILITY

The Research Assistant will perform tasks under the general direction of the both immediate supervisors and Post-doctoral researchers within the CABAH group.

The incumbent is expected to innovate within their own role and take responsibility for outcomes, exercising a high degree of autonomy and independence in making decisions

within the scope of established procedures and guidelines. The incumbent is expected to interpret policies and independently resolve problems.

POSITION CRITERIA

Essential Requirements

1. An appropriate science degree with subsequent relevant experience.
2. Excellent project management and organisational skills including the ability to use initiative, prioritise and solve problems, and meet strict deadlines whilst working independently with minimal supervision.
3. Demonstrated ability to work independently and as a member of a high performance research team in a complex operating environment, contributing to team planning and shared tasks with confidence and sensitivity towards team members.
4. Demonstrate well-developed interpersonal and verbal communication skills, including ability to exercise diplomacy, discretion and confidentiality. Well-developed written communication and interpersonal skills and a demonstrated ability to assist other University staff members, contributing to team planning and shared tasks with confidence.
5. A detailed understanding of University policies and Faculty guidelines, especially relating to laboratory and fieldwork.
6. Demonstrated ability to assist in the preparation of academic papers, reports and competitive research grants.

Desirable Attributes

1. Current Australian driver's licence.
2. Completion of appropriate training for field support.
3. Willingness to engage in travel and fieldwork as appropriate to the project.

WORKPLACE HEALTH AND SAFETY

- All staff will assist the University to create and maintain a safe and healthy work environment by working safely, adhering to instructions and using the equipment provided in accordance with safe operating procedures. Where appropriate, staff will initiate and participate in worksite inspections, accident reporting and investigations and develop safe work procedures.
- All supervising staff are required to implement and maintain the University's WHS Management System in areas under their control, ensuring compliance with legislative requirements and established Policies, Procedures and Guidelines and, provide the appropriate information, instruction, training and supervision.
- Staff will inform their supervisor of any unsafe working practices or hazardous working conditions

UTAS STATEMENT OF VALUES



We subscribe to the fundamental values of honesty, integrity, responsibility, trust and trustworthiness, respect and self-respect, and fairness and justice. We bring these values to life by our individual and collective commitment to:

- * Creating and serving shared purpose
- * Nurturing a vital and sustainable community
- * Focusing on opportunity
- * Working from the strength diversity brings
- * Collaborating in ways that help us be the best we can

POSITION DESCRIPTION APPROVED

HEAD OF SCHOOL / SECTION

Signature

Name

Date

DEAN / HEAD OF DIVISION

Signature

Name

Date

PROVOST (for Academic Levels D & E)

Signature

Name

Date

HUMAN RESOURCES (Classification Assessed and Approved)

Signature

Name

Date