

POSITION DESCRIPTION – General Staff For levels 6/7 and above

Position Title: Research Liaison Officer Level: 6
Faculty/Division: Science Department/Location: SEES/AUSCCER

Primary purpose of the position:

The main purpose of the position is to add value to AUSCCER research outcomes by liaising with relevant policymakers and enhancing AUSCCER communication with the community at large.

Position Environment:

The Australian Centre for Cultural Environmental Research (AUSCCER) examines the cultural dimensions of sustainability, climate change and other environmental and social issues across a number of connected projects (<http://www.uow.edu.au/science/eesc/ausccer/index.html>). Cultural environmental research is the scholarly exploration of how humans interact with and understand their environment. Our team comprises mostly human geographers, in collaboration with other social and natural scientists. AUSCCER is part of the School of Earth & Environmental Sciences. This is a new position, funded under Prof. Lesley Head's Australian Laureate Fellowship.

Major Accountabilities/Responsibilities:

Responsibilities		Outcome	Percentage of Time	Office Use Only
1.	Establish and maintain links with relevant policymakers, including local, state and federal government and other stakeholder groups		30	
2.	Assist with writing of reports and submissions		20	
3.	Coordinate and maintain AUSCCER communications strategy, including social media and seminar series		20	
4.	Organise major events such as stakeholder workshops		20	
5.	Liaise with AUSCCER staff re research outcomes		5	
6.	Other support activities as directed		5	
7.	Supervisory roles: Communicate and consult with staff on workplace and staffing matters.	To foster direct relationships with staff and enhance engagement with the organisation.	Ongoing	
8.	Observe principles and practices of Equal Employment Opportunity	To ensure fair treatment in the workplace	Ongoing	
9.	Have OH&S responsibilities, accountabilities and authorities as outlined in the http://staff.uow.edu.au/ohs/commitment/responsibilities/document	To ensure a safe working environment for self & others.	Ongoing	

Reporting Relationships:

Position Reports to:	Prof. Lesley Head, ARC Australian Laureate Fellow
The position supervises the following positions:	Nil
Other Key Contacts:	Deputy Director, AUSCCER; AUSCCER staff and students

Key Relationships:

Identify the key positions, committees, organisations or groups that the position deals with inside and outside the organisation. Only include those that are regularly communicated with.

Contact/Organisation:

Multiple stakeholders including local, state and federal government

AUSCCER staff and students

Other members of SEES

Purpose & Frequency of contact

Regular discussions relating to policy

Regular discussions to keep on top of research directions and outcomes

Constructive relationships within the School

Key Challenges:

1. Combine strategic thinking with attention to detail
2. Create the role while doing it
3. Juggle multiple components in a part-time role
4. To achieve the unit's strategic work objectives through direct communication and consultation with staff and colleagues.

SELECTION CRITERIA - Knowledge & Skills:

Essential:

- Demonstrated understanding of policy issues relevant to AUSCCER research
- Demonstrated capacity to establish and maintain good stakeholder relationships
- Excellent writing skills for both academic and public audiences
- Excellent oral communication skills
- Demonstrated capacity to use social media in ways relevant to research communication
- Demonstrated capacity to manage multiple projects and meet deadlines successfully
- Demonstrated capacity to work both independently and as part of a team

SELECTION CRITERIA - Education & Experience:

Essential:

- Honours degree or equivalent in relevant area (including but not restricted to human geography, physical geography, environmental studies, cultural studies, environmental humanities)
- Demonstrated professional experience in a relevant area (including but not restricted to policy development and implementation, communications, journalism, scientific writing, advocacy)

Personal Attributes:

Essential:

- Enthusiasm
- Team player
- Flexible
- Initiative
- Creative thinker

Special Job Requirements:

Occasional travel may be necessary.

Organisational Chart:

Please attach an up to date organisational chart to this position description.

Prof. Lesley Head > Research Liaison Officer

Approval:

Approved by Head of Unit: _____

Date: _____

Approved by Human Resources: _____

Date: _____