

POSITION DESCRIPTION – General Staff For levels 1 to 5

Position Title: Research Assistant Level: 5
Faculty/Division: Social Sciences Department: Centre for Geography & Sustainable Communities

Primary purpose of the position:

This part-time, fixed term (three years) position provides research assistance for the social science elements of the Australian Research Council funded project 'Mobile ecologies, complex landscapes: cultural environmental research to understand and enhance invasive plant management in high amenity rural areas' being undertaken by Dr Nicholas Gill and Dr Laurie Chisholm

Position Environment: (Optional)

This position will be located within the Centre for Geography & Sustainable Communities in the Faculty of Social Sciences and will be associated with the Australian Centre for Cultural Environmental Research (AUSCCER) of which Dr Gill is a member. AUSCCER is part of Prof Lesley Head's Australian Laureate Fellowship and is currently a Strategic Research Initiative of the University. AUSCCER comprises an active group of researchers in human geography and related areas, focusing on the cultural dimensions of sustainability and environmental management. The role will require working with PhD students on the project and will require close collaboration with Dr Chisholm and other staff in the School of Earth and Environmental Science in the Faculty of Science Medicine and Health. In part, the project requires data and analytical integration across its social and biophysical elements.

Major Responsibilities:

Tasks	Percentage of time	Office Use Only
1. Undertake literature searches reviews, manage bibliographic databases	20	
2. Assistance with organizing and conducting surveys and/or interviews and other fieldwork activities	20	
3. Data analysis of survey, interview, or documentary data arising from the project	25	
4. Assist with writing associated with the project, including internal discussion papers and external publications	10	
5. Assist in acquiring and managing spatial data for the project	15	
6. Manage data storage and access in accordance with University Ethics protocols.	5	
7. Assist with monitoring of research budgets	5	
5. Supervisory roles: Communicate and consult with staff on workplace and staffing matters.	Ongoing	

6. Observe principles and practices of Equal Employment Opportunity	Ongoing	
7. Have OH&S responsibilities, accountabilities and authorities as outlined in the http://staff.uow.edu.au/ohs/commitment/responsibilities/ document	Ongoing	

Inherent Requirements:

This position description outlines the major accountabilities/responsibilities and the selection criteria against which you will be assessed as suitable for the position. As such there will be specific job requirements that we refer to as Inherent Requirements.

Inherent Requirements refer to your ability to:

- Perform the essential duties and functional requirements of the job;
- Meet the productivity and quality requirements of the position;
- Work effectively in the team or other type of work organisation concerned; and
- Do the job without undue risk to your own or others health, safety and welfare at work.

If you have any injuries, illness, disorder, impairment, condition or incapacity that may affect your ability to perform the inherent requirements of the position, we encourage you to discuss this with the University to assist in the process of identifying reasonable adjustments to enable you to perform the duties of the position. The University wants to place you in the best situation to use your skills effectively in the position you are applying for at the University.

Reporting Relationships:

Position Reports to: Dr Nicholas Gill

The position supervises the following positions: NA

SELECTION CRITERIA - Knowledge & Skills:

Essential:

- Demonstrated social science research skills and their application in social science research in at least one of the following areas: quantitative and/or qualitative social science methods, rural social research, or natural resource, landscape, or environmental management.
- Excellent writing skills
- High level general computer skills including Word, Excel, Endnote, and capacity to apply, and learn if needed, advanced packages such as QSR's NVivo, SPSS, or ESRI's ArcInfo.
- Good knowledge of recent scholarly or management debates relevant to social or cultural dimensions of natural resource and environmental management, particularly in rural or peri-urban areas.
- Strong organizational and project management skills, including ability to set goals and meet deadlines in a pressured environment.
- Demonstrated teamwork skills
- Demonstrated understanding of university human research ethics protocols

SELECTION CRITERIA - Education and Experience:

Essential:

- At least an Honours degree or equivalent in an appropriate social science discipline such as human geography, environmental social science, rural sociology, or, where substantive and relevant social science research training can be clearly demonstrated, related disciplines such as natural resource or environmental management.
- Current driving licence

Personal Attributes:

- Enthusiastic, flexible, displays initiative and able to work independently and with diverse research participants.
- An interest in applying and developing contemporary social science methodologies in cultural environmental and/or interdisciplinary environmental research.

Special Job Requirements:

At times this position will involve travel to, and fieldwork in, regional locations other than Wollongong. This may require after hours and weekend work.

Organisational Chart:

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

Approval:

Approval by Head of Unit: _____

Date: _____

Approved by Human Resources: _____

Date: _____