

ANU College: College of Science
Centre for Resource and Environmental Studies

Research Assistant
ANU Officer Grade 4

Fixed Term – 18 months with the possibility of extension

Salary Range: \$41,701 - \$44,563 pa plus 17% super

Reference: CRES3609

The Centre for Resource and Environmental Studies (CRES) is seeking a suitable person to provide research support, within an Australian Greenhouse Office-funded project, Climate Change Impacts on Urban Settlements.

Applicants should have the HSC and/or relevant research experience or progress towards a degree, a general understanding of climate change issues and a knowledge of aspects of environmental change, natural resource management and urban environments.

Selection Criteria: <http://info.anu.edu.au/hr/jobs/> or from Nigel Byng T: (02) 61250678, E: nigel@cres.anu.edu.au.

Enquiries: Professor Steve Dovers, T: 02 6125 0669, E: dovers@cres.anu.edu.au

Closing Date: Friday 8 September 2006

Information for applicants: http://info.anu.edu.au/hr/Jobs/How_to_Apply/index.asp
Job Application Cover sheet:
http://info.anu.edu.au/policies/Forms/Human_Resources/Recruitment/HR86.asp.

Role Statement : General Staff

Please write clearly in BLOCK LETTERS.

Reference No.: Present Classification:

Position No.: Present Classification Code:

Dept / Unit / Section:

School / Div / Centre:

Occupant:

Local Title:

No.	DUTIES	
	Under general direction:	
1.	Provide research support to the project team, including data acquisition and processing, relating to the assessment of climate change impacts on selected urban settlements.	
2.	Assist in the organisation of field travel and other logistics required for the project.	
3.	Liaise effectively with research partners and partner organisations.	
4.	Assist in the preparation of reports and publications.	
5.	Participate and contribute to project research meetings.	
6.	Take an active and effective role in field work relating to the project.	
7.	Any other duties consistent with the classification of the post.	
8.		
9.		
10.		

Occupant's signature:

Supervisor's signature:

Delegate's signature:

Date:

Date:

Date:



Selection Criteria : General Staff

Please write clearly in BLOCK LETTERS.

Reference No.:	<input type="text" value="3"/> <input type="text" value="6"/> <input type="text" value="0"/> <input type="text" value="9"/>	Present Classification:	<input type="text" value="ANUO4"/>
Position No.:	<input type="text" value="1"/> <input type="text" value="4"/> <input type="text" value="7"/> <input type="text" value="4"/> <input type="text" value="6"/>	Supervisor's Position No.:	<input type="text"/>
Local Title:	<input type="text" value="Research Assistant, Climate Change Impacts on Urban Settlements"/>		
Dept / Unit / Section:	<input type="text" value="Centre for Resource and Environmental Studies"/>		
School / Div / Centre:	<input type="text"/>		

A. Qualifications / Knowledge

1.	HSC and/or relevant research experience or progress towards a degree.
2.	A general understanding of climate change issues, and of potential impacts on urban areas.
3.	
4.	

B. Experience / Skills

1.	Knowledge of aspects of environmental change, natural resource management and urban environments.
2.	Demonstrated skills and experience in retrieval and handling of data, such as census, demographic, housing or environmental data.
3.	Familiarity with the geography and environments of the ACT and region, and/or with rural Victoria.
4.	Current driver's licence.
5.	
6.	

C. Personal Attributes

1.	Ability to work independently and cooperatively in a team environment with people from diverse backgrounds.
2.	Demonstrated oral and written communication.
3.	A demonstrated general knowledge and understanding of equal opportunity principles as they relate to employment.
4.	
5.	
6.	

APPROVAL

Supervisor:

Name: Signature: Date:

Departmental/Centre Head:

Name: Signature: Date:

Dean/Director/Head of Budget Unit:

Name: Signature: Date:

Pre - Employment Work Environment Report

- This form must be completed by the supervisor of the advertised position and forwarded with the job requisition to Employment Services.
- Without this form jobs cannot be advertised.
- This form is used to advise potential applicants of work environment issues prior to application.
- 'Regular' hazards identified below must be in the Selection Criteria. Refer to 'Policy for Employment Medical Procedures' at http://info.anu.edu.au/policies/Procedures/Human_Resources/OHS/Employment_Medical_Procedures.asp

Please write clearly in BLOCK LETTERS.

Dept / Unit:	College of Science		
School / Div:	CRES		
Position Title:	Research Assistant, Climate Change Impacts on Urban Settlements	Classification:	ANU 04
Position No.:	1 4 7 4 6	Job Requisition No.:	3 6 0 9

- Please indicate whether the duties associated with appointment will result in exposure to any of the following potential hazards, either as a **regular** or **occasional** part of the duties. (please tick ✓)

TASK	regular	occasional	TASK	regular	occasional
key boarding	✓	<input type="checkbox"/>	laboratory work	<input type="checkbox"/>	<input type="checkbox"/>
lifting, manual handling	<input type="checkbox"/>	<input type="checkbox"/>	repetitive manual tasks	<input type="checkbox"/>	<input type="checkbox"/>
work at heights	<input type="checkbox"/>	<input type="checkbox"/>	work in confined spaces	<input type="checkbox"/>	<input type="checkbox"/>
catering / food preparation	<input type="checkbox"/>	<input type="checkbox"/>	noise / vibration	<input type="checkbox"/>	<input type="checkbox"/>
			fieldwork	✓	<input type="checkbox"/>
NON-IONIZING RADIATION			IONIZING RADIATION		
solar	<input type="checkbox"/>	<input type="checkbox"/>	gamma, x-rays	<input type="checkbox"/>	<input type="checkbox"/>
ultraviolet	<input type="checkbox"/>	<input type="checkbox"/>	beta particles	<input type="checkbox"/>	<input type="checkbox"/>
infra red	<input type="checkbox"/>	<input type="checkbox"/>	nuclear particles	<input type="checkbox"/>	<input type="checkbox"/>
laser	<input type="checkbox"/>	<input type="checkbox"/>			
radio frequency	<input type="checkbox"/>	<input type="checkbox"/>			
CHEMICALS			BIOLOGICAL MATERIALS		
hazardous substances	<input type="checkbox"/>	<input type="checkbox"/>	microbiological materials	<input type="checkbox"/>	<input type="checkbox"/>
allergens	<input type="checkbox"/>	<input type="checkbox"/>	potential biological allergens	<input type="checkbox"/>	<input type="checkbox"/>
cytotoxics	<input type="checkbox"/>	<input type="checkbox"/>	laboratory animals or insects	<input type="checkbox"/>	<input type="checkbox"/>
mutagens / teratogens / carcinogens	<input type="checkbox"/>	<input type="checkbox"/>	clinical specimens, including blood	<input type="checkbox"/>	<input type="checkbox"/>
pesticides / herbicides	<input type="checkbox"/>	<input type="checkbox"/>	genetically-manipulated specimens	<input type="checkbox"/>	<input type="checkbox"/>

OTHER POTENTIAL HAZARDS (please specify):

SUPERVISOR TO POSITION TO APPROVE

Name

Signature

D	D	M	M	Y	Y	Y	Y

Date

Telephone: