

# UTS POSITION DESCRIPTION

UTS:HUMAN RESOURCES

**POSITION TITLE** Research Consultant / Senior Research Consultant

**LEVEL** Broadbanded 6 / 7

**UNIT/ FACULTY AND DIVISION** Institute for Sustainable Futures / Research Division

## POSITION PURPOSE

The **Research Consultant (Level 6)**, in addition, will be providing research project management support to other researchers at the Institute, participating in strategic planning for the Institute and assisting with preparing proposals for external funding opportunities. Research Consultants will provide project management on projects up to \$50,000 in value.

The **Senior Research Consultant (Level 7)**, will, in addition to the above, provide project management for projects up to \$100,000 in value, and advises other researchers in project management and research methodology.

## DIMENSIONS

*Organisational dimensions*

Total Income: \$11 Million

Total Expenditure: \$11 Million

Institute Staff: 45 FTE research staff, 10 FTE administrative staff

Institute Students: 30 EFTSL postgraduate research students

Research conducted by Institute researchers consists of a variety of short and long-term projects, which typically includes externally funded research, consulting and training projects, proposals and internal projects.

## RELATIONSHIPS

The Researcher will be required to work with Institute staff and students, UTS staff and a wide range of clients and other external stakeholders.

### Supervision

These positions report to one of the Institute's senior researchers for line supervision.

A Level 7 Senior Research Consultant may be requested to supervise staff at Level 5 or 6.

### Collaboration and Communication

These positions are expected to work closely with other staff and students at ISF as part of various teams. In addition, these positions liaise and collaborate with outside bodies, such as UTS faculties and departments, industry partners, and Government agencies.

## MAJOR RESPONSIBILITIES

### **Level 6 (Research Consultant)**

For each project, the Research Consultant will work as part of a team, with the Project Director and Project Manager, and with other team members. The Research Consultant may act as Project Manager for projects up to \$50,000 value, and will manage the project and project team accordingly.

<b>RESEARCH</b>	
Research	<ul style="list-style-type: none"><li>• Carry out structured, high quality, innovative applied research projects using appropriate research methods, making sound judgments and analysis within the wider context of the research, including gathering and analysing data, and writing literature reviews.</li></ul>
Project Management	<ul style="list-style-type: none"><li>• Manage research projects of approximately up to \$50,000 in value and ensure work progresses on time and within budget.</li><li>• Be the principal point of contact for clients when appointed as Project Manager for a particular project.</li><li>• Identify when budgetary/scope/time variations are possible and/or required and discuss with Project Director.</li><li>• As a Project Manager, lead wrap up meetings to allow for organizational learning and reflection.</li></ul>
Business Development	<ul style="list-style-type: none"><li>• May contribute to business development ideas.</li></ul>
<b>ENGAGEMENT AND PARTNERSHIP</b>	
	<ul style="list-style-type: none"><li>• Provide research, policy and technical advice to ISF staff, students and external agencies when required.</li><li>• Making a substantial contribution to at least one refereed paper annually that is submitted for publication.</li></ul>
<b>MANAGEMENT AND LEADERSHIP</b>	
	<ul style="list-style-type: none"><li>• Actively engage with their own individual work planning and review processes.</li></ul>

### ***In addition, at Level 7 (Senior Research Consultant)***

For each project, the Senior Research Consultant will work collaboratively with team members, typically taking on a leadership role with more junior researchers. The Senior Research Consultant may act as Project Manager for projects up to \$100,000 value, and will manage the project and project team accordingly.

<b>RESEARCH</b>
Research
<ul style="list-style-type: none"><li>• Carry out high quality, innovative applied research projects, selecting appropriate or novel research methods, analyzing data and interpreting and synthesizing results, keeping in mind the wider implications of the research.</li><li>• Contribute to the review and editing of research reports, conference papers and journal articles ensuring consistency of content and conformity with ISF and other style guidelines.</li></ul>
Project Management
<ul style="list-style-type: none"><li>• Manage research projects of approximately up to \$100,000 in value and ensure work progress on time and within budget, even when managing unexpected changes.</li><li>• Supervise project team members, negotiate contracts and liaise with clients to secure research projects.</li><li>• Be the principal point of contact for clients when appointed as Project Manager for a particular project.</li><li>• Select, engage, brief and manage subcontractors on projects when necessary.</li></ul>
Business Development
<ul style="list-style-type: none"><li>• May pursue some own business development ideas.</li></ul>
<b>ENGAGEMENT AND PARTNERSHIP</b>
<ul style="list-style-type: none"><li>• Negotiate with others (both internal and external to ISF) using influencing and conflict management skills where necessary.</li><li>• Provide research policy and technical expertise to ISF staff, students and external agencies when required.</li><li>• Sole author or in collaboration on one or more refereed papers annually that is submitted for publication.</li></ul>
<b>MANAGEMENT AND LEADERSHIP</b>
<ul style="list-style-type: none"><li>• Take a leadership role at ISF; facilitate meetings and contribute to community building in the workplace.</li><li>• Provide appropriate feedback for different people including supervisor, supervisee's, Project Directors, Project Managers, and team members.</li><li>• Recommend and implement policy and procedural initiatives to improve the ability of ISF to meet its objectives.</li><li>• Assist and advise other researchers in project management and appropriate research methodologies.</li><li>• Assist Institute Steering Group in the strategic planning of the long-term research direction for ISF.</li><li>• Apply UTS policies and principles of EEO and EH&amp;S.</li><li>• Manage and disseminate relevant knowledge to contribute to organisational learning.</li></ul>

## **ENVIRONMENT**

The Institute's mission is to support and create change towards sustainable futures. To do this, the Institute has the following objectives:

- To be a world leading sustainability research institute
- To support communities, government, and business to create their own change towards sustainable futures
- To deliver a cutting edge trans disciplinary postgraduate research program in sustainable futures
- To progress public dialogue as well as motivate and facilitate action
- To be an exemplar of participation within the UTS community
- To value and enrich our supportive and sustainable workplace

## **CHALLENGES AND CONSTRAINTS**

The researchers contribute to research to enable the Institute to meet its objectives. The major challenge for researchers is to be self directed and proactive, with guidance from senior staff at Research Assistant and Research Consultant levels, and able to work in a team environment. The researcher will be responsible for detailed and rigorous research work, idea generation, and at a senior level, will have sophisticated problem solving abilities.

The Institute is required to comply with UTS policy and procedures. It is also required to operate in a dynamic and complex commercial environment. The incumbent will need the flexibility and creativity to meet both the requirements of the University and the needs of the Institute.

## **AUTHORITY TO ACT**

### ***At Level 5***

The Research Assistant will be expected to:

- Operate within broad directions from the project managers and the line supervisor.
- Display initiative but be able to identify when a problem needs referral for guidance or resolution.

### ***At Level 6***

The Research Consultant will be expected to:

- Undertake research and consultancy projects
- Provide research support to other researchers on research and consultancy projects
- With supervision, prepare proposals and manage projects to completion on time and within budget

### ***At Level 7***

The Senior Research Consultant will be expected to:

- Manage research and consultancy projects
- Generate income from external sources to fund research activities
- Assist and advise other researchers on the management and technical aspects of research and consultancy projects

## **Safety & Wellbeing responsibilities**

All staff must:

- Take reasonable care of, and cooperate with actions taken to protect, the health and safety of both themselves and others
- Report all accidents, incidents and hazards to their supervisor as soon as is practicable

Supervisors and managers of staff and facilities must do whatever is reasonably practical to ensure that both the workplace and the work itself are safe, in consultation with staff affected.

## CORE COMPETENCIES

### *Level 6 (Research Consultant)*

Competencies for Level 6	Demonstrated by:
Deciding and Initiating Action	<ul style="list-style-type: none"> <li>• Takes initiative, acts with confidence and works under own direction. Able to make some decisions about their own project work</li> <li>• Initiates and generates activity</li> <li>• Exercises judgement around when to consult with others and when to refer to a Project Manager/Project Director</li> <li>• Makes minor decisions within own area of work and relating to teams they are project managing</li> <li>• When project managing, delegates work with guidance from project director</li> </ul>
Working with People	<ul style="list-style-type: none"> <li>• Demonstrates awareness of the different skills and strengths of team members</li> <li>• Demonstrates capacity to reflect on own strengths and areas for improvement</li> </ul>
Relating and Networking	<ul style="list-style-type: none"> <li>• Relates well to people at all levels</li> <li>• Establishes good relationships with staff and clients where appropriate.</li> <li>• Good understanding of professional behaviour in a range of circumstances</li> </ul>
Persuading and Influencing	<ul style="list-style-type: none"> <li>• Promotes ideas on behalf of self or others</li> <li>• Seeks appropriate role models and mentors to further own understanding of principles and approaches that underpin the work of the institute</li> </ul>
Writing and Reporting	<ul style="list-style-type: none"> <li>• Writes convincingly in an engaging and expressive manner</li> <li>• Structures information to meet the needs and understanding of the intended audience</li> <li>• Clear expression of complicated concepts</li> <li>• Targets audience when writing</li> </ul>
Applying Expertise and Technology	<ul style="list-style-type: none"> <li>• Applies specialist and detailed technical expertise</li> <li>• Has in depth knowledge of one or more areas in ISF</li> </ul>
Analysing	<ul style="list-style-type: none"> <li>• Makes rational judgements from the available information and analysis</li> <li>• Uses appropriate research methods to analyse problems</li> <li>• Demonstrates an understanding of the wider context of the research</li> <li>• When project managing, develops scope and task breakdown</li> </ul>
Learning and Researching	<ul style="list-style-type: none"> <li>• Gathers comprehensive information to support decision making</li> <li>• Involved in developing the scope and task breakdown</li> <li>• Higher level of interpretation and analysis expected</li> </ul>
Planning and Organising	<ul style="list-style-type: none"> <li>• Plans activities and projects well in advance and takes account of possible changing circumstances</li> <li>• Uses appropriate management skills to manage time and resources</li> <li>• Starts project managing with guidance from project director</li> <li>• When project managing, effectively delegates work and manages the time of others</li> </ul>

Delivering Results and Meeting Client Expectations	<ul style="list-style-type: none"> <li>• Has an understanding of their role in the context of the project, and delivers results according to team and client expectations</li> <li>• Working and recording procedures in a systematic and methodological way, supported by adequate record of decisions made during project</li> </ul>
	<ul style="list-style-type: none"> <li>• Maintaining and ensuring quality research work</li> </ul>
Adapting and Responding to Change	<ul style="list-style-type: none"> <li>• Adapts interpersonal style to suit different people or situations</li> <li>• Has ability to demonstrate change management skills when appropriate</li> </ul>
Coping with Pressure and Setbacks	<ul style="list-style-type: none"> <li>• Copes adequately with multiple and conflicting deadlines</li> </ul>

***In addition, at Level 7 (Senior Research Consultant)***

<b>Competencies for Level 7</b>	<b>Demonstrated by:</b>
Deciding and Initiating Action	<ul style="list-style-type: none"> <li>• Makes sound, timely decisions for a project or team about scope, technical approach, method, work progress, and timelines</li> <li>• Makes decisions regarding other peoples work</li> <li>• Has greater autonomy for decision making with limited guidance</li> <li>• Makes decisions in relation to external clients</li> <li>• Ensures decisions are aligned with and support the organisation's mission</li> </ul>
Working with People	<ul style="list-style-type: none"> <li>• Acknowledges the different skills, strengths and aspirations of team members and supports complementary working relationships</li> <li>• Recognises and rewards the contribution of others</li> </ul>
Relating and Networking	<ul style="list-style-type: none"> <li>• Builds wide and effective networks of contacts inside and outside the organization</li> <li>• Manages conflict (internal and external to ISF)</li> <li>• Exemplary professional demeanour with clients and internal to ISF</li> <li>• Follows up and independently actions research development</li> </ul>
Persuading and Influencing	<ul style="list-style-type: none"> <li>• Gains clear commitment from others by influencing and negotiating (external)</li> <li>• Develop persuasive arguments where necessary</li> <li>• Recognise context of internal policies and processes</li> </ul>
Writing and Reporting	<ul style="list-style-type: none"> <li>• Ensures consistency and quality of writing within a document</li> <li>• Reviews and edits own work and the work of others for both style and content</li> </ul>
Applying Expertise and Technology	<ul style="list-style-type: none"> <li>• Is a subject matter and/or methodology expert in one or more areas at ISF</li> </ul>
Analysing	<ul style="list-style-type: none"> <li>• Problem structuring and definition of research frames</li> <li>• Performs higher level analysis and synthesises the results of research</li> </ul>
Learning and Researching	<ul style="list-style-type: none"> <li>• Encourages an organisational learning approach (i.e. learns from successes and failures and seeks staff and client feedback)</li> <li>• Manages knowledge (collects, catalogues, and disseminates knowledge of use to the organization)</li> <li>• Develops appropriate methodologies for projects</li> <li>• Adjusts methodologies if required and makes recommendations</li> <li>• Assesses the results and interprets the wider implications</li> <li>• Reports and communicates the implications</li> </ul>
Creating and Innovating	<ul style="list-style-type: none"> <li>• Produces new ideas, approaches or insights</li> <li>• Creates new methodologies</li> <li>• Identifies the wider implications</li> </ul>
Planning and Organising	<ul style="list-style-type: none"> <li>• Sets clearly defined objectives</li> <li>• Takes account of a wide range of issues across, and related to, the organization, including billable hours, underruns and overruns</li> <li>• Exemplary project management including time management, delegation, negotiation skills etc</li> </ul>
Delivering Results and Meeting Client Expectations	<ul style="list-style-type: none"> <li>• Consistently achieves project goals within budget and on time</li> <li>• Sets high standards for research quality</li> <li>• Negotiates and communicates with client to ensure that expectations are met, including renegotiating timelines</li> </ul>
Adapting and Responding to	<ul style="list-style-type: none"> <li>• Deals with ambiguity, making positive use of the opportunities it</li> </ul>

Change	presents <ul style="list-style-type: none"><li>• Demonstrates adaptability with project timelines, budgets, project team and scope</li></ul>
Coping with Pressure and Setbacks	<ul style="list-style-type: none"><li>• Responds and develops plans to cope with time constraints and unexpected changes and setbacks</li><li>• Manages theirs and others emotions and personalities</li><li>• Recognises when things are going wrong</li><li>• Adapts feedback styles when dealing with different personalities</li></ul>



# KEY SELECTION CRITERIA SUPPORT STAFF

## UTS:HUMAN RESOURCES

**POSITION:** Research Consultant (Level 6)

**FACULTY/UNIT:** Institute for Sustainable Futures

**Applicant instructions:**

Please write ½ to 1 page per numbered selection criteria

### Skills and Attributes

1. Ability to design and conduct research, including the following skills:
  - search and collate literature using databases, search engines and reference library tools
  - ability to use Microsoft Office tools
  - ability to use Spatial (GIS) systems
  - conduct sound data analysis and synthesis
  - ability to select and use a range of appropriate research methodologies
2. Effective written and verbal research communication skills, including the ability to:
  - write quality project reports, academic journal and conference papers, articles for technical journals and conferences, and popular articles
  - develop and deliver oral presentations at internal and external workshops, seminars, conferences and meetings that are appropriate for the audience
  - prepare applications, tenders and quotations for funding
  - use social and web media to share research results (advantageous)
3. Proficient project management and administration skills, including the ability to:
  - proactively manage own workload and competing priorities
  - design and manage a collaborative research process and timeline for small projects
  - prepare and oversee project plans and budget for small projects
  - follow and contribute to improvement of organisational administrative protocols
4. Personal attributes:
  - demonstrated passion for sustainability and smart cities
  - enthusiasm to learn and take up new challenges
  - ability to identify and respond to the need for changes in requirements
  - ability to lead or support tasks cooperatively and collaboratively in research teams

### Knowledge

5. Knowledge and demonstrated experience including current technical developments, legislative and regulatory frameworks and current best practice relating to one or more of the following:
  - Smart cities
  - Internet of things (IoT).

## **Qualifications**

6. A relevant degree, and/or relevant work experience. Qualifications in planning, architecture, urban design, human or physical geography, public health, environmental science, information technology or engineering are advantageous for current project needs.

## **Experience required**

7. Experience with smart cities, particularly working collaboratively with government and industry partners to implement place-based technology and data ideas.

# KEY SELECTION CRITERIA SUPPORT STAFF

## UTS:HUMAN RESOURCES

**POSITION:** Senior Research Consultant (Level 7)

**FACULTY/UNIT:** Institute for Sustainable Futures

**Applicant instructions:**

Please write ½ to 1 page per numbered selection criteria

### Skills and Attributes

1. Advanced ability to design and conduct research, including the following skills:
  - search and collate literature using databases, search engines and reference library tools
  - ability to use Microsoft Office tools
  - ability to use Spatial (GIS) systems
  - conduct sound data analysis and synthesis
  - ability to use and tailor/design a range of appropriate research methodologies
2. Effective written and verbal research communication skills, including the ability to:
  - write quality project reports, academic journal and conference papers, articles for technical journals and conferences, and popular articles
  - develop and deliver oral presentations at internal and external workshops, seminars, conferences and meetings that are appropriate for the audience
  - prepare applications, tenders and quotations for funding
  - use social and web media to share research results (advantageous)
3. Proficient project management and administration skills, including the ability to:
  - proactively manage own workload and competing priorities
  - manage a project team to meet time and budgetary constraints, for small and medium sized projects
  - design and manage a collaborative research process and timeline, including delegation of tasks, convening and running project team meetings.
  - prepare and oversee project plans and budget for small and medium sized projects
  - follow and contribute to improvement of organisational administrative protocols
4. Personal attributes:
  - demonstrated passion for sustainability and smart cities
  - ability to negotiate and manage changes in requirements
  - ability to manage and disseminate relevant knowledge to contribute to organisational learning
  - ability to work and lead research teams cooperatively and collaboratively

### Knowledge

5. Knowledge and demonstrated experience including current technical developments, legislative and regulatory frameworks and current best practice relating to one or more of the following:
  - Smart cities
  - Internet of things (IoT).

## Qualifications

6. A relevant degree, ideally at postgraduate level and/or relevant work experience. Qualifications in planning, architecture, urban design, human or physical geography, public health, environmental science, information technology or engineering are advantageous for current project needs.

## Experience required

8. Extensive experience with smart cities, particularly working collaboratively with government and industry partners to implement place-based technology and data ideas.
9. Experience in project management responsibilities including:
- managing a project team to meet time and budgetary constraints
  - liaising with clients, government agencies and other organisations
  - collaborating with staff of varying disciplines in other organisations
  - anticipating problems in the course of a project and taking appropriate remedial action