

UTS POSITION DESCRIPTION

UTS:HUMAN RESOURCES

POSITION TITLE	Research Assistant
LEVEL	5
DIVISION	Institute for Sustainable Futures/ Research Division

POSITION PURPOSE

The **Research Assistant (Level 5)** is responsible for contributing as a team member to the Institute's projects by conducting thorough and detailed research and assisting with the preparation of proposals for external funding opportunities. This work will contribute towards the Institute's research objectives by assisting with the effective and efficient delivery of project milestones.

DIMENSIONS

Budget	\$25 million per year	External research income	\$20 million per year
Staff	80 research, 17 corporate (FTE)	Graduate Research students	65 (EFTSL)

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

This position reports to one of the Institute's senior researchers for line supervision.

Collaboration and Communication

This position is expected to work closely with other staff and students at ISF as part of various teams. In addition, this position liaises and collaborates with outside bodies, such as UTS faculties and departments, industry partners, and government agencies.

MAJOR RESPONSIBILITIES

For each project, the Research Assistant will work effectively in teams and seek feedback on work quality and areas for skill development, under the guidance of the Project Director and Project Manager, and with assistance from team members.

As part of these teams, the Research Assistant will be expected to:

- Undertake research and consultancy project work
- Provide research support to other researchers on research and consultancy projects
- With supervision, prepare proposals and contribute to projects thereby enabling completion that is on time and within budget

The Research Assistant may act as Project Manager for small sized projects, and will manage the project and project team accordingly, under the guidance of the project director.

RESEARCH
Research
<ul style="list-style-type: none"> • Carry out structured, high quality, innovative applied research projects using appropriate research methods including gathering and analysing data, writing literature reviews and modeling. • Keep abreast of technical developments, legislative and regulatory changes and current best practice in the Research Assistant's area of expertise. • Contribute to the preparation of research reports, journal articles, conference papers, blogs, brochures and social media. • Actively seek professional development opportunities to further develop skills and knowledge in water and sanitation.
Project Management
<ul style="list-style-type: none"> • Contribute to projects ensuring work progresses on time and within budget. • Identify and escalate changing priorities that impact on workload and workplan to ensure required outputs are delivered on time and within budgets.
Business Development
<ul style="list-style-type: none"> • Prepare applications and proposals for external funding of research projects. • Track business development opportunities and over time, build networks with potential partners and clients
ENGAGEMENT AND PARTNERSHIP
<ul style="list-style-type: none"> • Liaise and collaborate with outside bodies, such as industry partners, UTS faculties and departments and Government agencies. • Develop, present and explain research outcomes at internal and external workshops, seminars, conferences and meetings. • Contribute to research, policy and technical advice for ISF staff, students and external agencies when required. • Communicate effectively to support achievement of outcomes and research impact • Under direction, carry out high quality research work on projects suitable for being written up as a refereed paper, where co-authorship is encouraged.
MANAGEMENT AND LEADERSHIP
<ul style="list-style-type: none"> • Contribute to community building in the workplace. • Actively engage in annual and interim work planning and review meetings with supervisor. • Facilitate meetings from time to time. • Provide feedback on existing and proposed ISF policies and procedures. • Apply UTS policies and principles of EEO and EH&S.

ENVIRONMENT

The Institute's mission is to support and create change towards sustainable futures. To do this, the Institute has the following strategic priorities defined in our 2025-2027 Strategy.

- **Act on leverage points:** Identify and activate the systemic levers that drive the most transformative change. Scale out, up and deep.
- **Deepen global impact:** Strengthen connections with international partners to make a greater impact on a broader scale.
- **Form purposeful alliances:** Deliberately construct coalitions that accelerate and magnify systems change.
- **Build capabilities for transformative change:** Provide guidance and skills to support the sustainability transition and equip learners with the future-oriented capabilities needed to lead change.
- **Champion continuous improvement:** Continue to strengthen our capabilities, practices and approaches to improve client and staff satisfaction while sustainably growing our impact.

CHALLENGES AND CONSTRAINTS

The major challenge for all ISF researchers is to win and undertake research projects in a commercially competitive, institutionally self-funded fashion. A challenge for researchers of this level is to be self directed and proactive, with guidance from senior staff, and able to work in a collaborative, team environment. The researcher will be responsible for detailed and rigorous research work, idea generation, and will have 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

The Research Assistant will be expected to:

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

SAFETY AND WELLBEING RESPONSIBILITIES

All staff must:

- Complete required Health and Safety training
- 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 affected staff.

KEY SELECTION CRITERIA

UTS:HUMAN RESOURCES

POSITION: Research Assistant (Level 5)

FACULTY/UNIT: Institute for Sustainable Futures

1. **Research skills (qualitative or quantitative):** You enjoy working with data and/or people to answer research questions, using qualitative, quantitative or mixed methods. You have completed, or are close to completing, an undergraduate or masters degree relevant to applied research.
2. **Communication skills:** You communicate clearly in writing and conversations, contributing to reports, presentations or engagement activities.
3. **Project management skills:** You can support research projects by managing tasks, timelines and competing priorities.
4. **Community engagement/relationships experience:** You value respectful relationships and have experience engaging thoughtfully with communities or stakeholders.
5. **Knowledge of some sustainability issues and ways of working:** You bring curiosity and respect to sustainability challenges, perspectives and practices.