

UTS POSITION DESCRIPTION

UTS:HUMAN RESOURCES

POSITION TITLE	Research Assistant
LEVEL	Broadbanded 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 *(Organisational)*

Budget	\$15 million per year	External research income	\$12 million per year
Staff	55 research, 15 corporate (FTE)	Graduate Research students	54 (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 liaise and collaborate with outside bodies, such as UTS faculties and departments, industry partners, and government agencies.

MAJOR RESPONSIBILITIES

At Level 5 (Research Assistant)

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, contribute to writing literature reviews and modeling. • The research will be focused on water and sanitation projects related to safely managed sanitation and water supply requiring technical engineering skills and related expertise in the fields of public health or environmental science. • Keep abreast of technical developments, legislative and regulatory changes and current best practice in water and sanitation in low and middle-income countries. • Engage and collaborate ethically and effectively with international partners, including civil society organisations, private sector and government representatives. • 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 • Contribute to the International Development Program's business development strategy
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, contribute to writing up research as a refereed paper as a co-author
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 2024 strategy.

- **Global approach:** ISF creates change locally and internationally on issues of global significance to support sustainable development across all our research teams and programs.
- **Change making partnerships:** ISF fully integrates a model of partnership-based, client centred research and learning.
- **Exemplary learning organization:** ISF is an exemplar for the way staff and students are nurtured, developed and valued and for its continual operational improvement.
- **Transformational research with impact:** ISF makes a significant and growing contribution to positive environmental and social impact.
- **Lifetime learning:** ISF is nationally and internationally recognized for its world-class higher degree research program and for facilitating transformational lifetime learning opportunities for staff, clients, stakeholders and the community.

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 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 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.

CORE COMPETENCIES

At Level 5 (Research Assistant)

Competencies for Level 5	Demonstrated by:
Deciding and initiating action	<ul style="list-style-type: none"> Communicates effectively, listens and consults others appropriately
Working with people	<ul style="list-style-type: none"> Demonstrates an interest in and understanding of others Adapts to the team and builds team spirit Listens, consults others and communicates proactively Communicates effectively and appropriately by email and phone Demonstrates capacity to reflect on own strengths and areas for improvement
Relating and networking	<ul style="list-style-type: none"> Establishes good relationships with staff and clients where appropriate. Relates well with peers
Writing and reporting	<ul style="list-style-type: none"> Writes clearly and convincingly Writes in a well structured and logical way Demonstrates an understanding of academic writing Targets audience when writing Has good referencing practices and correctly references and cites sources
Applying expertise and technology	<ul style="list-style-type: none"> Applies research skills and technical expertise Uses technology to achieve work objectives
Analysing	<ul style="list-style-type: none"> Uses appropriate research methods to define and analyse problems Analyses quantitative and/or qualitative data Breaks information into component parts, patterns and relationships; Probes for further information or greater understanding of a problem
Learning and researching	<ul style="list-style-type: none"> Picks up new skills and information quickly Completes identified tasks (literature review/ calculation/ bounded analysis) and reports back to team (verbally/written) Has a good understanding of where to find information Demonstrates a rapid understanding of newly presented information
Planning and organising	<ul style="list-style-type: none"> Manages time effectively including organising own work and prioritizing according to deadlines Learns from others in the organisation about effective time management strategies
Delivering results and meeting client expectations	<ul style="list-style-type: none"> Understands client expectations in terms of quality and style, and delivers results on that basis Understands scope of projects Delivers work according to the agreed scope of the project, to the team's request and expectation
Adapting and responding to change	<ul style="list-style-type: none"> Adapts to changing circumstances, new ideas and change initiatives Accepts new ideas and change initiatives Shows respect and sensitivity towards cultural and religious differences
Coping with pressure and setbacks	<ul style="list-style-type: none"> Keeps emotions under control during difficult situations Maintains a positive outlook at work Handles feedback well and learns from it Seeks support when needed to deal with time pressured situations