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POSITION DESCRIPTION

Research Officer

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|----------------------------|-----------------------|
| Position Level | 6 |
| Faculty/Division | ----- |
| Position Number | ADMIN ONLY |
| Original document creation | xx /xx/ xx ADMIN ONLY |

Position Summary

A **Research Officer** plays a key role in supporting research projects as part of a multidisciplinary team of researchers in the area of Law, Technology and Innovation. In the Research Scholar program run by the UNSW Allens Hub for Technology, Law and Innovation, projects will be advertised with a list of activities on which the Research Officer (employment title) or Research Scholar (program title) will work.

The position will provide technical and research assistance to senior research staff in activities associated with various research projects, including the contribution and application of knowledge in the field of law to a range of projects conducted within the UNSW Allens Hub for Technology, Law and Innovation.

The role reports to the Project Leader of the advertised project.

Accountabilities

Specific accountabilities for this role include:

- Provision of practical and efficient research support to stakeholders, assisting in the conduct of research that contributes to a better understanding of the Project topic, contributing where appropriate.
- Support in the conceptualisation, design, and successful conduct of the Project.
- Prepare and contribute to the production of technical reports, manuscripts for publication and tenders or grants for external funding.
- Perform quantitative/qualitative data analyses as required by the research project.
- Proactively assist with research reports, peer-reviewed publications, presentations, ethics applications and progress reports.

- Monitor research protocols, provide problem solving and resolution to any evolving problems related to design, implementation and analysis.
- Liaise with organisations, data custodians, stakeholders and collaborators and actively participate in meetings and discussions as required.
- Coordinate, plan and complete day-to-day research activities within the framework of agreed project timelines and responsibilities.
- Any additional elements noted in information about the Project.
- Align with and actively demonstrate the [UNSW Values in Action: Our Behaviours](#) and the [UNSW Code of Conduct](#)
- Cooperate with all health and safety policy and procedures of the University and take all reasonable care to ensure your actions or omissions do not impact on the health and safety of yourself and others.

Skills and Experience

- At least 72 units of credit in a Juris Doctor degree or 78 units of credit in a Bachelor of Laws degree at UNSW (or approved transfer subjects in law).
- Completion of any pre-requisite subjects noted in the Project description.
- Specific skills required noted in the Project description.
- Understanding of what is required in research and willingness to learn additional research protocols, experimental design and planning as involved in developing research projects and reporting against milestones.
- Demonstrated superior interpersonal communication skills to initiate and maintain effective stakeholder relationships whilst exercising discretion and confidentiality.
- Excellent time management skills, with a demonstrated ability to respond to changing priorities, manage multiple tasks and meet competing deadlines by using judgement and initiative.
- Excellent written and verbal communication skills, with a high level of attention to detail and the ability to liaise effectively with a range of stakeholders.
- Demonstrated ability to work collaboratively and productively within a team, but also to take initiative and work independently while managing competing demands.
- An understanding of and commitment to UNSW's aims, objectives and values in action, together with relevant policies and guidelines.
- Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training.

About this document

This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role.

This template is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.