

Position Description

Position Title: Research Assistant, Biodiversity and Ecology

Position No:	New
Business Unit:	SABE
Division:	SABE
Department:	Department of Environment and Genetics
Classification Level:	HEO5
Employment Type:	Part-Time, Fixed Term (0.6 FTE, 3 years)
Campus Location:	Bundoora
Other Benefits:	http://www.latrobe.edu.au/jobs/working/benefits

Further information about:

La Trobe University - <http://www.latrobe.edu.au/about>

Position Context/Purpose

Research Assistant, Biodiversity and Ecology

This Research Assistant position in Biodiversity and Ecology will work on current and ongoing research projects involving specialized environmental and biodiversity research with Prof. McGeoch's research group, with a particular focus on SAEF research. SAEF (Securing Antarctica's Environmental Future) is an *Australian Research Council Special Research Initiative* to strengthen Antarctic science, policy and governance at a time of rapid environmental and geopolitical change - <https://arcsaef.com/>

Primary responsibilities will include assistance with primary research, research communication, research project administration and research group management. This could cover tasks such as literature reviews, data management, analysis and figure production, working predominantly with biodiversity data. Other responsibilities could include general research group support, such as social media management, website content production, purchasing, logistics and organisation.

Suitable candidates will have an environmental or ecological background, research experience and skills in collating, managing, and analysing biodiversity and environmental data from a range of sources. They will be proficient in the use of R and have excellent verbal, written communication and people skills. One or more of the following will be an advantage: familiarity with biodiversity data and biodiversity informatics, nomenclature and systematics, data science, spatial analysis.

Generic duties at this level will include

- Provides interpretation, advice and decisions on rules and entitlements. May apply expertise in a particular set of rules or regulations to make decisions, or be responsible for coordinating a team to provide an administrative service.
- Requires judgement based on theoretical and technical knowledge pertaining to a range of differing situations. Exercises initiative in the application of systems and procedures.
- Assesses or conducts analysis, presents results and puts forward recommendations through the provision of briefings, presentations or written reports, to facilitate the interpretation of specific issues/problems and support decision making.
- Monitors and maintains records/reports to meet both internal and external requirements.
- Operates as an individual responsible for the organisation and delivery of specialised work, to meet School/Division/Department/Sub unit objectives.
- Performs tasks/assignments which require proficiency in the work area's rules, regulations, processes and techniques, and how they interact with other related functions.
- Performs tasks where any advice which is provided is based on some depth of knowledge such that the information conveyed will normally influence how other work areas or individuals frame their actions or procedures.
- Liaises, communicates and builds relationships within La Trobe as well as with outside bodies, to support/represent School/Division/Department/Sub unit activities.

Specific duties/accountabilities for this position

- Review, collate and synthesize existing ecological and biodiversity data and information
- Conduct and report the results of ecological analyses, including the production of scientific figures
- Compose and keep up to date popular research communication via website and social media
- Assist with research group management, research project management, laboratory management and purchasing

Essential Criteria

Generic essential skills and knowledge

- Completion of a degree without subsequent relevant work experience; or an equivalent combination of relevant experience and/or education/training.
- Demonstrated depth or breadth of expertise developed through extensive relevant experience and application.
- Demonstrated ability to gain a conceptual understanding of relevant policies, procedures or systems and interpretation in the application of policy and/or precedent.
- Demonstrated ability to set priorities and monitor workflows within own area of responsibility.
- Demonstrated capacity to organise work effectively and efficiently and deliver outputs in a timely manner.
- Demonstrated ability to work independently, follow established procedures with limited supervision and contribute positively to an effective team.
- Demonstrated experience managing the activities of self and/or others including coaching, motivation and performance management.
- High level proficiency in computer software packages including word processing, spreadsheets, databases, electronic mail, and the use of the internet as a research tool.
- Excellent communication and interpersonal skills, with a demonstrated customer service focus and solution orientated approach.

Specific skills and knowledge or define tasks required for this position

- A minimum Bachelor qualification in the fields of ecology or environment
- An interest in the Antarctic
- Research experience
- Skills in collating, managing, and analysing biodiversity and environmental data from a range of sources
- Proficiency in the use of R
- One or more of the following will be an advantage: familiarity with biodiversity data and biodiversity informatics, nomenclature and systematics, data science, spatial analysis, graphic production.

Capabilities required to be successful in the position

- Ability to work collaboratively, recognise the value of diversity and model accountability, connectedness, innovation and care.
- Ability to think creatively, explore new ideas and respectfully challenge existing practices in order to improve current ways of working.
- Ability to demonstrate self-awareness, see things from another person's perspective and actively seek out and act on feedback to improve knowledge, skills and behaviour.
- Ability to build a culture of continuous improvement, implementing ideas generated by team members.

Essential Compliance Requirements

To hold this La Trobe University position the occupant must:

- hold, or be willing to undertake and pass, a Victorian Working With Children Check; AND
- take personal accountability to comply with all University policies, procedures and legislative or regulatory obligations; including but not limited to TEQSA and the Higher Education Threshold Standards.

Other Information

The position description is indicative of the initial expectation of the role and subject to changes to University goals and priorities, activities or focus of the job.

Position Flexibility

La Trobe University is committed to providing a diverse, inclusive and respectful working environment for all staff. We offer flexible work arrangements that can assist you in balancing your work and other responsibilities.

Why La Trobe:

- Develop your career at an innovative, global university where you'll collaborate with community and industry to create impact.
- Enjoy working on our inspiring and stunning campuses – the perfect hub for industry, students and academics
- Help transform the lives of students, partners and communities now and in the future

This is more than just a job. Working at La Trobe offers opportunities to demonstrate excellence and transform lives.

Here, you'll join exceptional people, partners and communities, who power our operations with ambition and purpose.

We are forward-looking and culturally inclusive. We continuously review, improve and transform our processes to embrace new, flexible approaches. That means you'll always have the opportunity to succeed and make a difference.

La Trobe's Cultural Qualities:



We are accountable

We strive for excellence in everything we do. We hold each other and ourselves to account, and work to the highest standard.



We are connected

We connect to the world outside – the students and communities we serve, both locally and globally



We are innovative

We tackle the big issues of our time to transform the lives of our students and society.



We care

We care about what we do and why we do it. We believe in the power of education and research to transform lives and global society. We care about being the difference in the lives of our students and communities

For Human Resource Use Only

Initials:

Date: