

## **Research Project Officer**

**Classification:** Executive Level 1  
**Program:** Research  
**Local Title:** Research Project Officer  
**Supervisor:** Director of Research Business

### **DUTY STATEMENT**

Under the direction of the Director of Research Business:

1. Oversee the development of resources and dissemination of information about the Research Program;
2. Coordinate the preparation, editing and production of Research publications including the Journal and Discussion Paper series;
3. Develop and conduct ethical research projects, including field research, in partnership with relevant organisations.
4. Assist in the ongoing academic functions of AIATSIS, including advisory support to the research grants program.
5. Coordinate and organise the biennial AIATSIS Conference, research workshops and events.

### **SELECTION CRITERIA**

1. The successful applicant will be committed to working with Aboriginal and Torres Strait Islander peoples. This commitment will be shown by their capacity to:
  - Understand Aboriginal and Torres Strait Islander peoples and cultures.
  - Identify issues affecting Aboriginal and Torres Strait Islander peoples today.
  - Communicate respectfully.
2. Tertiary qualification and/or experience in an area relevant to the position.
3. High level written and oral communication skills.
4. Ability to adopt efficient work practices and meet deadlines and work as part of a small team.
5. Ability to supervise and mentor staff.
6. Demonstrated ability to work with a variety of computing programs to a high standard.
7. Knowledge and understanding of workplace diversity, workplace relations and occupational health and safety, and other workplace related issues.