

Equity principles underpin all UNE policies and procedures. The University is committed to EEO principles, values cultural diversity, and recognises that all its employees have a contribution to make in ensuring an equitable and harmonious working environment.

UNIVERSITY OF NEW ENGLAND

POSITION STATEMENT

SCHOOL/DIRECTORATE: School of Environmental & Rural Science

POSITION TITLE: Research Assistant (fixed-term, part-time) — *Lepidosperma*

REPORTS TO: Associate Professor Jeremy Bruhl

CLASSIFICATION LEVEL: HEO 5

DATE CLASSIFIED: 25 November 2008

DIMENSIONS OF POSITION:

The School of Environmental and Rural Science is a leader in research and teaching in Ecology, Environmental Sciences and Systematics. UNE is home to the world-class N.C.W. Beadle Herbarium (NE). The School is seeking to appoint a Research Assistant in the discipline of Botany to undertake plant systematics research on *Lepidosperma* (Cyperaceae). The project is funded by the Australian Biological Resources Study and involves collaboration of researchers at the Botanic Gardens Trust Sydney, Kings Park and Botanic Garden, Queensland Herbarium, Royal Botanic Gardens Kew and UNE. The person must be appropriately qualified with relevant experience to assist in research and be based at UNE. The Research Assistant will be guided and supported by the Project Leader and other researchers in meeting the objectives of the project.

POSITION OBJECTIVES:

To provide technical, research and administrative assistance in the conduct of fieldwork, collection and incorporation of plant specimens, molecular and non-molecular systematics laboratory work, managing of laboratory and field equipment for the project, and maintenance of living plant collection for research.

DUTIES:

1. Provide support with laboratory management
2. Undertake specialised data collection (molecular-extraction of DNA, PCR, ISSR/ISS, etc.; anatomical -hand-cut, microtome; SEM; morphological) using sound botanical/biological laboratory skills.
3. Collect, study, incorporate and curate herbarium specimens
4. Collect, maintain and manipulate taxonomic data.
5. Manage field equipment for the project.
6. Prepare and maintain living, 'spirit', and silica gel dried collections
7. Purchase, prepare and maintain research consumables.
8. Be aware of the University's policies and procedures relating to equal opportunity, records management, risk management, occupational health and safety and quality assurance as they apply to this position.
9. Occasionally assist with the induction of students in laboratory procedures.
10. Assist with other items as required and relevant to the position.

QUALIFICATIONS AND SELECTION CRITERIA:

1. Completion of a degree in botany or biological sciences, or an equivalent combination of relevant experience and/or education/training.

2. Sound botanical/biological laboratory skills.
3. Aptitude to collect, maintain and manipulate taxonomic data.
4. Demonstrated ability to use computers and relevant software (such as word processors, spreadsheets, databases).
5. Excellent communication, organisation and record keeping skills.
6. Ability to work harmoniously and effectively as a member of a team.
7. Ability to work efficiently and effectively on a day-to-day basis with minimal supervision.
8. Possession of a valid manual driver's licence.
9. Awareness of OH&S, risk management, quality assurance, records management and EEO principles as they relate to this position.