Position description – Conservation Research Assistant

Reports to: Conservation & Research Manager

Based at: Conservation Ecology Centre, Cape Otway and other locations as required.

Term: 12 month Contract (full time)

Job purpose: To assist in the development, coordination and delivery of CEC’s conservation and research programs.

Remuneration: $46,463 salary package (plus superannuation)

Key responsibilities and accountabilities:

The research assistant will work in collaboration with the CEC team in the following activities:

Research & Project Management

• Assist in setting research objectives for the CEC’s two major research programs.
• Undertake work on a variety of research projects in the fields of conservation ecology, threatened species recovery and, habitat restoration.
• Organise the field logistics of research projects, including equipment and resource management.
• Lead and monitor data collection in the field and ensure quality of data.
• Supervise volunteers, students and interns and train and assist in field research techniques.
• Ensure good communication and team relations between CEC staff, volunteers and external stakeholders.
• Assist in the development of research projects, analysis of data and written communication of research when required.
• Contribute to project funding plans and budget management.

Other responsibilities and accountabilities

• Collaborate with CEC staff to create regular news and stories for the website, social media and newsletters.
• Comply with and uphold CEC’s OH&S policies and procedures.
• Participate in meetings and presentations where requested.
• Any other tasks the Conservation and Research Manager deems necessary within the broad remit of this role.
Key Selection Criteria:

- Relevant tertiary qualification in an environmental or related discipline (e.g., conservation, ecology, environmental science, biology, wildlife ecology).
- Demonstrated experience in Conservation Research, including design, project management, collection/collation of data and interpretation and statistical analysis of results.
- The ability to take a strategic and practical/common sense approach to the delivery of projects.
- The ability to form and maintain strong relationships with internal and external stakeholders.
- Excellent written and spoken English communication skills and the ability to effectively and concisely communicate complex issues.
- Passion for conservation and an alignment to the CEC’s organisational values.
- Sound knowledge of South-eastern Australia’s biota and ecosystems.
- High levels of initiative with the ability to successfully achieve objectives.

Please forward a CV and cover letter, addressing the key selection criteria, to Dr Jack Pascoe jack@conservationecologycentre.org
Applications close on the 4th of January 2016.

Note: This position does not involve a responsibility to independently lead research or personally create material for publication without endorsement by CEC Executive and Board.