

### Staff Information for Research Grant Holders and Prospective Research Grant Holders

**Prepared By:** Human Resource Services

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This page contains typical duties and appointment criteria for classifications most commonly required by Grantees and prospective Grantees. However, as this list is not exhaustive, please refer to the Human Resource Services home page for the full range of [HEW Level Descriptors](#). All rates of pay ([academic](#), [academic related](#) and [general staff](#)) are also listed on the Human Resource Services home page. Regardless of the source of funding people appointed to the University of Newcastle are required to have conditions of employment consistent with the relevant Workplace Agreement. If there is a shortfall between funding provision and the relevant rate of pay, the balance is to be made up from Faculty funds. Applicable on-costs are available from this [link](#).

#### *Index*

- [Laboratory Assistant \(HEW Level 2\)](#)
- [Laboratory Assistant \(HEW Level 3\)](#)
- [Technical Officer \(HEW Level 4\)](#)
- [Technical Officer \(HEW Level 5\)](#)
- [Research Assistant \(HEW Level 5\)](#)
- [Research Assistant \(HEW Level 6\)](#)
- [Senior Research Assistant \(HEW Level 7\)](#)

### **Laboratory Assistant (HEW Level 2)**

#### *Expected Duties*

Under close to routine supervision of a researcher, and/or senior research staff, a Laboratory Assistant HEW Level 2 would be expected to perform the following duties:

- prepare materials for experiments;
- clean laboratory apparatus and equipment, bench tops, sinks, containers, etc;
- check stocks of equipment and materials;
- undertake duties of like nature and responsibility.

#### *Training Level or Qualifications*

Persons employed at Level 2 shall typically perform duties at a skill level which assumes and requires knowledge, training or experience relevant to the duties to be performed, or completion of Year 12 without work experience or an equivalent combination of experience and training.

#### *Task Level*

Perform a range of straightforward tasks where procedures are clearly established. May on occasion perform more complex tasks. Judgement, independence and problem solving. Solve relatively simple problems with reference to established techniques and practices.

[Laboratory Assistant Level 2 Salary Rates](#) (PDF)

## **Laboratory Assistant (HEW Level 3)**

### ***Expected Duties***

Under routine to general supervision of a researcher, and/or senior research staff, a Laboratory Assistant HEW Level 3 would be expected to perform the following duties:

- prepare materials for experiments;
- order supplies;
- carry out routine tests and experiments in accordance with standard methods;
- monitor experiments for report to supervisor;
- provide minor maintenance to equipment;
- prepare test samples;
- set up equipment for research;
- undertake duties of like nature and responsibility.

### ***Training Level or Qualifications***

Persons employed at Level 3 typically perform duties at a skill level which assumes and requires knowledge or training equivalent to:

- completion of a trades certificate; or
- completion of Year 12, with relevant work experience; or
- equivalent relevant experience or combination of relevant experience and education/training.

### ***Task Level***

Apply body of knowledge equivalent to a trade certificate, including diagnostic skills and assessment of the best approach to a given task.

### ***Judgement, Independence and Problem Solving***

Exercise judgement on work methods and task sequence within specified timelines and standard practices and procedures.

[Laboratory Assistant Level 3 Salary Rates](#) (PDF)

## **Technical Officer (HEW Level 4)**

### ***Expected Duties***

Under general supervision of a researcher, and/or senior research staff, a Technical Officer HEW Level 4 would be expected to perform the following duties:

- develop new equipment to criteria developed and specified by others;
- under routine direction, assist in the conduct of major experiments and research programs and/or in setting up complex or unusual equipment for a range of experiments and demonstrations;
- demonstrate the use of equipment and prepare reports of a technical nature as directed.

### ***Training Level or Qualifications***

Persons employed at Level 4 shall typically perform duties at a skill level which assumes and requires knowledge or training equivalent to:

- completion of an associate diploma level qualification with relevant work related experience or a certificate level qualification with post- certificate relevant work experience;
- completion of a post- trades certificate or advanced certificate and extensive relevant experience and on the job training; or
- an equivalent combination of relevant experience and/or education/training.

### **Judgement, Independence and Problem Solving**

Apply theoretical knowledge and techniques to a range of procedures and tasks.

[Technical Officer Level 4 Salary Rates](#) (PDF)

## **Technical Officer (HEW Level 5)**

### ***Expected Duties***

Under general supervision of a researcher, and/or senior research staff, a Technical Officer HEW Level 5 would be expected to perform any or all of the following duties:

- develop new equipment to general specifications;
- under general direction, assist in the conduct of major experiments and research programs and/or in setting up complex or unusual equipment for a range of experiments and demonstrations;
- under broad direction, set up, monitor and demonstrate standard experiments and equipment use;
- prepare reports of a technical nature.

### ***Training Level or Qualifications***

Persons employed at Level 5 shall typically perform duties at a skill level which assumes and requires knowledge or training equivalent to:

- completion of a degree without subsequent work experience; or
- completion of an associate diploma and at least 2 years subsequent relevant work experience; or
- completion of a post-trades certificate or advanced certificate and extensive relevant experience as a technician; or
- an equivalent combination of relevant experience and/or education/training.

### ***Judgement, Independence and Problem solving***

In technical positions, apply standard technical training and experience to solve problems.

[Technical Officer Level 5 Salary Rates](#) (PDF)

## **Research Assistant (HEW Level 5)**

### ***Expected Duties***

Under general direction of a researcher, and/or senior research staff, a Research Assistant HEW Level 5 would be expected to perform the following duties:

- work as part of a research team in a support role;
- collect material for research projects;
- run experiments;
- process and collate information;
- undertake case studies and draft reports;
- undertake library or archival work;
- prepare bibliographies;
- arrange for and trial questionnaires;
- undertake duties of a like nature and degree of responsibility.

### ***Training Level or Qualifications***

Persons employed at Level 5 shall typically perform duties at a skill level which assumes and requires knowledge or training equivalent to completion of a recognised degree from a tertiary institution, often completed in three or four years, without subsequent relevant work experience.

### ***Task Level***

Apply broad technical knowledge and experience, including the development of areas of specialist expertise. Apply theoretical knowledge, at a degree level, in a straightforward way.

### ***Judgement, Independence and Problem Solving***

Solve problems through the standard application of theoretical principles and techniques at degree level.

[Research Assistant Level 5 Salary Rates](#) (PDF)

## **Research Assistant (HEW Level 6)**

### ***Expected Duties***

Under general direction of a researcher, and/or senior research staff, perform work of a more difficult and responsible nature than that of a Research Assistant (HEW Level 5). Work at this level may include any or all of the following:

- work as part of a research team;
- design and conduct experiments, case studies and questionnaires;
- evaluate and interpret the subsequent results and supply the researcher(s) with analysed data;
- decide priority of tasks to be undertaken;
- present reports resulting from surveys, investigations, test, field trials, observations and other related activities;
- undertake duties of a like nature and degree of responsibility.

### ***Training Level or Qualifications***

Persons employed at Level 6 shall typically perform duties at a skill level which assumes and requires knowledge or training equivalent to a degree, with subsequent relevant experience.

### ***Task Level***

Perform work assignments guided by policy, precedent, professional standards and managerial or technical expertise. Have a depth or breadth of expertise developed through extensive relevant experience and application.

### ***Judgement, Independence and Problem Solving***

Use discretion to innovate within own function and take responsibility for outcomes; design, develop and test complex equipment, systems and procedures, analyse and report on data and experiments.

[Research Assistant Level 6 Salary Rates](#) (PDF)

## Senior Research Assistant (HEW Level 7)

### *Expected Duties*

With minimal direction from a primary researcher performs work in an evaluative expert way. Work at this level is more complex and/or specialised than that required of more junior research staff. The duties may involve any or all of the following:

- exercise initiative over an identified range of activities;
- assist with the planning of the research programs and a significant contribution to the content of the project;
- specialised areas of research within limits determined by the primary researcher(s);
- supervision and co- ordination of the work of other personnel engaged on the research project(s);
- be a recognised authority in a specialised area.

### *Training Level or Qualifications*

Persons employed at Level 7 shall typically perform duties at a skill level which assumes and requires knowledge or training equivalent to a degree with at least 4 years subsequent relevant experience.

### *Task Level*

Be a recognised authority in a specialised area; utilise acknowledged expertise in a specialised area or combine technical management with specialist research.

### *Judgement, Independence and Problem Solving*

Rethink the way a specific body of knowledge is applied in order to solve problems; supervise others in order to achieve objectives.

[Senior Research Assistant Level 7 Salary Rates](#) (PDF)

**For further information, please contact the [HR Service Team](#).**