



Position Description – Research Assistant – Phenology

Position Details

Position Title: Research Assistant – Phenology

College/Portfolio: STEM College **School/Group:** School of Science

Campus Location: Primarily based at City campus, and the potential to work across other RMIT campuses as required.

Classification: Academic Level A **Time Fraction:** 0.4

Employment Type: Fixed Term

Fixed Term Reason: Specific Task or Project

Reporting Line: Dr Marie Keatley

No. of Direct reports: None

RMIT University

RMIT is a global university of technology, design and enterprise, committed to creating transformative experiences for students and making a meaningful impact through research, innovation, and engagement. For more information on RMIT University follow the links below.

<https://www.rmit.edu.au/about>

<https://www.universitiesaustralia.edu.au/university/rmit-university/>

<https://www.rmit.edu.au/about/facts-figures>

Our campuses in Melbourne (City, Brunswick, Bundoora, and Point Cook) are complemented by international campuses in Vietnam and a centre in Barcelona, Spain. We proudly acknowledge the Woi Wurrung and Boon Wurrung peoples of the eastern Kulin Nation on whose unceded lands our campuses are located.

We are deeply committed to reconciliation and Indigenous self-determination, embedding these values throughout our policies, culture and structures.

<https://www.rmit.edu.au/about/our-locations-and-facilities>

Why Join RMIT?

Our people are at the heart of everything we do. At RMIT, we value innovation, collaboration and impact. Our values are the heart (durrung) of who we are and what we stand for at RMIT. They guide what we do, how we make decisions, and how we treat each other.



Inclusion Imagination Integrity Courage Passion Impact

Learn more about our values: <https://www.rmit.edu.au/about/our-strategy/values>

Organisational Accountabilities

RMIT is committed to the safety, wellbeing and inclusion of all staff and students. As a staff member, you are expected to comply with all relevant legislation and RMIT policies, including those related to: Equal opportunity, Occupational health and safety, Privacy and trade practices & Child safety standards:

Appointees are responsible for completing all required training and ensuring that they and their team members remain up to date on relevant compliance obligations.

Staff are expected to understand and support RMIT's child safe practices as part of their professional responsibilities. More about our child safety commitment: <https://www.rmit.edu.au/about/our-locations-and-facilities/facilities/safety-security/child-safety>.

Leadership at RMIT

At RMIT, leadership is not defined by position or hierarchy—it is a shared responsibility demonstrated by all staff, regardless of role or title. Leadership is grounded in our six core values, which guide and shape how we work together, make decisions, and create impact.

Effective leadership means consistently integrating these values into everyday actions and interactions, whether influencing a project outcome, supporting a colleague, or leading a team. All staff are expected to embody the principles of the *Be–Know–Do* Leadership Model:

Be – We are open and authentic, inclusive and empowering. We are purpose driven role models and communicators.

Know – We are self-aware, and understand our stakeholders, our sector and priorities.

Do – We set clear direction and expectations, we develop ourselves and others and promote mutual accountability to deliver results.

At every level, leadership at RMIT is about influence, contribution, and mindset. It is reflected in how we empower others, foster collaboration, and drive positive change through capability-building and alignment to strategic goals.

College/Portfolio/Group

The STEM College incorporates the fields of sciences, engineering, computing technologies and health and medical sciences.

Employing more than 1,000 staff, we provide industry relevant programs and exceptional student experience across STEM to approximately 25,000 students both onshore and offshore. Our vibrant research community attracts funding from a range of government and industry sources in support of high impact research that transforms industries, shapes lives and communities (www.rmit.edu.au/about/schools-colleges/stem-college).

The School of Science embodies RMIT's STEM College commitments to Collaboration, Accountability, Respect and Empowerment (CARE). We are committed to providing a safe inclusive and equitable work- and study- environment which celebrates and promotes diversity. We value and promote Indigenous and First Nations People's knowledge and culture and commit to Responsible Practice across our education, research and engagement activities (www.rmit.edu.au/about/schools-colleges/science).

Position Summary

The position supports the ARC discovery project "Tracking phenology changes linked to climate change and biodiversity loss". The project is funded until the 30th of June 2029.

The position will work with the Phenological Data Specialist and project leader to enter historical data into the Phenological Database in the required format. The role will be required to code data and check data

for errors and missing information / codes using appropriate quality control methods. Additionally, the role will map the locations of the phenological data.

The role will work in conjunction with the project leader and other members of the team (e.g. Phenological Database manager, Higher Degree by Research, PhD Candidate).

Key Accountabilities

- To enter data and code in the required format into the Phenological database. This includes reading and interpreting historical records such as Naturalists' diaries.
- To map locations of phenological locations.
- To retrieve, confirm and update data in storage and keep records of data input.
- To contribute to the meeting of project milestones and goals.

Key Selection Criteria

Essential:

- Demonstrated ability to accurately enter, code and interpret data from historical and varied source records (e.g. Naturalists' diaries) into a structured database in a required format.
- Demonstrated strong computer literacy, including the ability to navigate and work within relational databases.
- Demonstrated ability to implement quality control methods to check data for errors, inconsistencies and missing information/codes.
- Demonstrated experience with geospatial mapping tools.
- Demonstrated knowledge of Australian flora.
- Demonstrated ability to communicate effectively within a team including data-related issues.
- Demonstrated attention to detail, with sound grammar, punctuation and numeracy skills.
- Demonstrated ability to work collaboratively in a small research team.

Desirable:

- An interest in environmental history
- A familiarity with AI programs such as Claude

Qualifications

A postgraduate degree in Geospatial Science or Environmental Science

Working with Children Check

Appointment to this position is subject to holding a valid Victorian Working with Children Check and other checks as required by the specific role. Maintaining a valid Working With Children Check is a condition of employment at RMIT.