University of Wollongong

POSITION DESCRIPTION - Academic Positions
(In addition to the Position Classification Standards)

Position Title: Senior Research Fellow, Australian Health Research Institute

Level: C

Faculty/Division: SBS

Department/Location: Australian Health Services Research Institute (AHSRI)

Primary Purpose of the Position:

Oversee and organise the documentation, maintenance, development and future direction of Information Systems within AHSRI.

This role will involve active participation in research projects primarily by advising and collaborating with other researchers in relation to Information System development solutions. This will include design of databases; utilisation of existing software developed or managed by AHSRI; research, evaluation and deployment of software products to meet AHSRIs research requirements; and project management of IT projects which support research.

Position Environment:

The Australian Health Services Research Institute is a self-funded research unit that undertakes research into methods to improve the management and provision of health services in Australia.

Major Accountabilities/Responsibilities:

	Responsibilities	Outcome	Percentage of time	Office Use Only
1.	Actively participate in research projects by overseeing the provision and use of Information Systems.	Optimised use of Information Systems to provide better research outcomes.		
2.	Liaise and advise other academic staff (management, statisticians) regarding IT aspects of AHSRI's outcomes collaboration centres (ePPOC, PCOC and AROC).	Provision of specific expertise on the intersection of IT and data design and management. Continuous improvement of data collection, collation, warehousing and reporting workflows.		
3.	Author documentation which clearly and concisely explains both the technical and business related aspects of AHSRI's existing IT infrastructure.	Overcome risk of undocumented knowledge held by specific employees. Improve the understanding of existing Information System capabilities for non-technical staff.		

4.	Author and oversee implementation of an Information Systems Strategy including short and long term goals.	Clearly understood and maintainable Information Systems with consistent development environment. Procedures and patterns for project management of new development.		
5.	Liaise between different centres and research projects within AHSRI to allow efficient use existing Information System infrastructure, and maximise the benefit of any new development.	Optimise the value of Information Systems to AHSRI's research and services to clients.		
6.	Liaise with AHSRI clients regarding Information System requirements of research and other projects undertaken by AHSRI.	Improved relationships with clients, improved IT services for clients. Overall increase in the stature of AHSRI as a research provider.		
7.	Project management of Information System development and maintenance within AHSRI.	Ensure that time and money spent on contractors and staff achieves AHSRI's business goals.		
8.	Primary liaison between Information Technology Services and AHSRI.	Effective communication channel with ITS, particularly in regard to server infrastructure.		
9.	Observe principles and practices of Equal Employment Opportunity	To ensure fair treatment in the workplace	Ongoing	
10.	Have OH&S responsibilities, accountabilities and authorities as outlined in the OHS Roles and Responsibilities Document	To ensure a safe working environment for self & others.	Ongoing	

Inherent Requirements:

This position description outlines the major accountabilities/responsibilities and the selection criteria against which you will be assessed as suitable for the position. As such there will be specific job requirements that we refer to as Inherent Requirements.

Inherent Requirements refer to your ability to:
- Perform the essential duties and functional requirements of the job;
- Meet the productivity and quality requirements of the position;
- Work effectively in the team or other type of work organisation concerned; and
- Do the job without undue risk to your own or others health, safety and welfare at work.

If you have any injuries, illness, disorder, impairment, condition or incapacity that may affect your ability to perform the inherent requirements of the position, we encourage you to discuss this with the University to assist in the process of identifying reasonable adjustments to enable you to perform the duties of the position. The University wants to place you in the best situation to use your skills effectively in the position you are applying for at the University.

Reporting Relationships:

Position Reports to:	Deputy Director AHSRI
The position supervises the following positions:	Nil
Other Key Contacts:	AHSRI Centre Directors Information Technology Services

Key Relationships:

Contact/Organisation:	Purpose & Frequency of contact
ITS Staff	To ensure system development is consistent with UOW/ITS framework
Other AHSRI Staff including AROC and NCCC database managers	To ensure a consistent approach to IT/Database developments

Key Challenges:

1. Undertake defined AHSRI projects or sub-tasks of projects and deliver quality outcomes within required timeframes.
2. Co-ordinating the continuous improvement of the current PCOC and AROC IT systems.
3. Design, establishment, deployment and continuous improvement of ePPOC IT infrastructure.
4. Contribute to meeting the training needs of PCOC, AROC and ePPOC member facilities.
5. Implementation of IT systems to assist with project management in AHSRI.
6. Represent AHSRI's IT needs at the University level.

Selection Criteria - Knowledge & Skills:

Essential:
- Demonstrated ability to scope, design and manage implementation of quality solutions in a timely and efficient manner.
- High standard of oral and written communication skills, interpersonal skills and ability to liaise and negotiate with other employees, Government and non-Government agencies and public and private sector health care organisations.
- Demonstrated high level of analytical and problem solving skills, including the ability to analyse complex data and prepare reports
- Highly developed skills in stakeholder engagement

Desirable
- Strong mathematical skills: including the ability to quickly understand and interpret data, and to communicate effectively with statisticians
- A broad understanding of the Australian health care system and current health policy developments

Selection Criteria - Education & Experience:

Essential:
- Relevant degree with strong components of information technology and/or relevant industry experience.
- Demonstrated experience in Information System design including a comprehensive understanding of software development and database design and implementation
- Demonstrated experience in translating business needs into viable technical solutions, particularly in regards to communicating with non-technical staff

- Experience with and/or understanding of a variety of development platforms: Microsoft.NET, Java, Microsoft Access, SQL, HTML/CSS
- Experience with server technologies including: Microsoft Windows Server, SQL Server, IIS
- Experience with the preparation of systems documentation and training including data specifications and technical and user systems documentation.
- Experience in project management.

Desirable
- Specific experience in the field of health services research
- Experience working with IT departments within the health system and working within the privacy and infrastructure constraints which this IT context demands.
- Experience with data analysis tools such as Microsoft Access, SAS, SPSS or NVIVO

Personal Attributes:

- Highly motivated, self starter able to take initiative and work unsupervised to achieve work-plan milestones and reporting requirements.
- Capacity for team leadership, including capacity to organise work, meet deadlines and mange team performance.

Special Job Requirements:

- Nil

Approval:

Approved by Head of Unit: _____

Date: _____

Approved by Human Resources: _____

Date: _____

POSITION CLASSIFICATION STANDARD - Research Only
Level: C
Title: Senior Fellow

Description

A position classification standard describes the broad categories of responsibility attached to research-only academic staff at different levels. The standards are not exhaustive of all tasks in research-only academic employment, which is by its nature multi-skilled and involves an overlap of duties between levels. The standards provide an adequate basis to differentiate between the various levels of employment and define the broad relationships between classifications.

Progression through an academic career will normally be based on research, teaching, administrative functions and contribution to the profession. The balance of functions will vary according to level and position over time. It is only in exceptional circumstances that promotion would be solely on the research only position classification standards.

- General Standard
- Specific Duties
- Skill Base

General Standard

A Level C research-only academic is expected to make independent or original contributions to the research effort within his/her field of expertise and to the organisational unit or inter-disciplinary area of which he/she is a part. An academic at this level is expected to play a major role in research including the exercise of some leadership in research.

Specific Duties

Specific duties required of a Level C research-only academic may include

- The conduct of research and the production of conference and seminar papers and publications from that research.
- Supervision of research-support and administrative staff involved in the staff members' research.
- Supervision where appropriate of the research of less senior research-only academic staff.
- Involvement, where appropriate, in the promotion of research links with outside bodies.
- Preparation of research proposal submissions to external funding bodies.
- Significant role in research projects including where appropriate, leadership of research teams or management of projects.
- Responsibility for the oversight of financial management of grants received for his/her research projects.
- Involvement in professional activities including, subject to availability of funds, attendance at conferences and seminars in the field of expertise.
- Occasional contributions to the teaching program within the field of the staff member's research.
- Supervision of major honours or postgraduate research projects within the field of the staff member's area of research.
- Various research-related administrative functions.
- Attendance at meetings associated with research or the work of the organisational unit to which the research is connected and/or departmental and/or faculty meetings and a major role in planning and committee work.

Skill Base

A Level C research-only academic will normally have a relevant doctoral qualification or equivalent accreditation and standing together with subsequent research experience. A position at this level will require a demonstrated strong record of publications, conference papers, reports and/or professional and/or technical contributions in the relevant discipline area.