

POSITION DESCRIPTION

Academic Positions

(In addition to the Position Classification Standards)

Position Title: Research Fellow

Level: B

Faculty/Division: Sydney Business School

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

Primary Purpose of the Position:

Work as an AHSRI staff member, contributing to both strategic issues affecting the Institute as a whole and to a range of health system management, health service policy and health services research projects undertaken by the Institute.

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	Office Use Only
<p>1. As a member of a team participate in a range of tasks associated with AHSRI projects including;</p> <ul style="list-style-type: none"> • Contribute to the preparation of research proposals and submissions to external funding bodies; • Contribute to the development of project methodologies including the qualitative and quantitative components of projects; • Contribute to the development and preparation of data collection protocols; • Coordinate and manage sub-tasks within a team engaged on centre projects; • Provide support as directed to project clients and participating health and community service providers during the conduct of projects; • Contribute to the development of appropriate database management systems; • Contribute to the production of progress and final centre project reports. 	<p>To contribute to ensuring project deliverables are achieved on time and within budget</p>	

2.	Contribute to the development of policy options and related recommendation based on the results of AHSRI research projects	To contribute to ensuring AHSRI research results have a positive impact on the Australian health care system	
3.	Under the guidance of more senior AHSRI staff, develop collaborative links with relevant sectors of the Australian health care system	To contribute to AHSRI building and maintaining a profile within Commonwealth and State health authorities	
4.	Under the guidance of senior AHSRI staff, contribute to conference papers and publications from research undertaken	To participate in the dissemination of research findings	
5.	Represent AHSRI at meetings, seminars and conferences both within and outside the University on matters related to the work of the Institute	To ensure appropriate meeting attendance	
6.	Provide support and supervision for less senior AHSRI staff members	To foster the professional development of the AHSRI team	
7.	Participate in other Institute activities as required by the position	To ensure appropriate participation in Institute activities	
9.	Observe principles and practices of Equal Employment Opportunity	To ensure fair treatment in the workplace	
10.	Have WH&S responsibilities, accountabilities and authorities as outlined in the OHS Roles and Responsibilities Document	To ensure a safe working environment for self & others.	

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: Rob Gordon	Deputy Director, AHSRI
The position supervises the following positions:	Other members of the Institute as required on identified projects
Other Key Contacts:	

Key Relationships:

Contact/Organisation:

Australian Government Department of Health
Australian Government Department of Social Services
State Departments of Health and Human Services
State Departments of Ageing Disability & Community
Care

Purpose & Frequency of contact

To undertake commissioned research on an ongoing basis
To undertake commissioned research on an ongoing basis
To undertake commissioned research on an ongoing basis
To undertake commissioned research on an ongoing basis

Key Challenges:

1. Working with AHSRI stakeholders on a range of research projects
2. Developing a good understanding of the Australian health system
3. Contributing to the academic output of AHSRI

SELECTION CRITERIA - Knowledge & Skills:

Essential:

- A broad understanding of the Australian health care system and current health policy developments
- Demonstrated research and conceptual skills, with the ability to formulate recommendations based on quantitative and qualitative data analysis
- 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 skills in the use of quantitative and qualitative data analysis techniques
- Ability to utilise spreadsheet, database and related packages such as SAS, SPSS or NVIVO

SELECTION CRITERIA - Education & Experience:

Essential:

- Relevant degree, preferably at postgraduate level. Relevant industry experience may be deemed equivalent to a postgraduate qualification
- A demonstrated record of contribution to publications, conference papers, reports and/or professional contribution to health services management or research
- Demonstrated experience in communicating research findings to lay audiences

Personal Attributes:

- Capacity to develop team leadership and undertake project management tasks
- Ability to work effectively in an environment of multiple tasks, deadlines and frequent interruptions
- Demonstrated ability to work individually and as a member of a multi-disciplinary team
- The ability to contribute as an effective team member including capacity to organise work, meet deadlines and manage team performance

Special Job Requirements:

The position entails some travel potentially to all Australian States and Territories and in some cases to regional and remote locations

Approval:

Approved by Head of Unit: _____

Date: _____

Approved by Human Resources: _____

Date: _____

POSITION CLASSIFICATION STANDARD - Research Only

Level: B
Title: 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 B research-only academic is expected to carry out independent and/or team research within the field in which he/she is appointed and to carry out activities to develop his/her research expertise relevant to the particular field of research

Specific Duties

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

- The conduct of research either as a member of a team or independently, and the production of conference and seminar papers and publications from that research.
- Supervision of research-support staff involved in the staff members' research.
- Guidance in the research effort of junior members of research-only academic staff in his/her research area.
- Contribution to the preparation, or where appropriate individual preparation, of research proposal submissions to external funding bodies.
- Involvement in professional activities including, subject to availability of funds, attendance at conferences and seminars in the field of expertise.
- Administrative functions primarily connected with his/her area of research.
- Occasional contributions in the teaching program within the field of the staff member's research.
- Co-supervision, or where appropriate supervision, of major honours or postgraduate research projects within the field of the staff member's area of research.
- Attendance at meetings associated with research or the work of the organisational unit to which the research is connected and/or at departmental and/pr faculty meetings and/or membership of a limited number of committees.

Skill Base

A Level B research-only academic will normally have completed a doctoral qualification or have equivalent qualifications or research experience. In addition he/she may be expected to have had post-doctoral research experience which has resulted in publications, conference papers, reports or professional or technical contributions which give evidence of research ability.