

POSITION DESCRIPTION

Academic Position

Position Title: Research Fellow Level: B

Faculty/Division: Faculty of Science, Medicine and Health

Primary Purpose of the Position:

HealthTrack – The Illawarra Health and Medical Research Institute's Flagship Project involves an interdisciplinary research team working across the Illawarra Shoalhaven Local Health District (ISLHD), UOW and various community and government organisations. The research involves a number of projects aimed at reducing chronic disease in the Illawarra, including working with surveys on population health and a randomised controlled trial of an interdisciplinary intervention. The Research Fellow will be responsible for project implementation, including the collection and analysis of data and the preparation of research reports.

Position Environment:

The Illawarra Health and Medical Research Institute (IHMRI) is based at the University of Wollongong (UOW) and is a collaborative venture of the University and the Illawarra Shoalhaven Local Health District (ISLHD). IHMRI is committed to generating and applying research findings with the intent of improving the health status of Illawarra residents. The HealthTrack project fulfils this commitment with major investments from IHMRI, UOW and the ISLHD over the next three years.

HealthTrack is a chronic disease prevention research program with a focus on diet, physical activity and health coaching. An interdisciplinary team of researchers will implement a randomised control trial (RCT) and extend a number of community projects in the region. Over a period of approximately 3 years, they will research interventions that reduce the prevalence and impact of chronic disease on Illawarra residents. The aim of the program is to make important contributions to the field of lifestyle intervention and improved health practices in the Illawarra.

The project will be overseen by a management committee, supported by a science committee and will involve community and stakeholder consultation.

Major Accountabilities/Responsibilities:

| Responsibilities | | Outcome | Office Use Only |
|------------------|---|---|-----------------|
| 1. | Develop, manage and implement complex data collections and data sets arising from project | Effective analysis of data collected | |
| 2. | Preparation of human ethics applications | Completion and submission of high quality human ethics applications | |
| 3. | Preparation of grant applications | Completion and submission of high quality grant applications | |
| 4. | Dissemination of research results | Present research results at relevant conferences | |
| 5. | Publish research data | Journal publications | |
| 6. | Communication with key stakeholders and manage day to day implementation of the project | | |

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|----|---|---|---------|
| 7. | Supervise and train data collection teams and data entry | To foster direct relationships with staff and enhance engagement with the organisation. | Ongoing |
| 8. | Observe principles and practices of Equal Employment Opportunity | To ensure fair treatment in the workplace | |
| 9. | Have OH&S responsibilities, accountabilities and authorities as outlined in the http://staff.uow.edu.au/ohs/commitment/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:

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|--|---|
| Position Reports to: | HealthTrack Project Leader (project progress) |
| The position supervises the following positions: | Healthtrack Project Administrator |
| Other Key Contacts: | Project Researchers |

Key Relationships:

| Contact/Organisation: | Purpose & Frequency of contact |
|-----------------------------|------------------------------------|
| Project Management Team | Progress of project |
| Project Investigators | Liaison on all aspects of research |
| IHMRI Operations Unit Staff | Administrative matters |

Key Challenges:

1. Ensuring the project data collection activities are progressed according to schedule and data sets are managed effectively
2. Attaining research funding through grant applications
3. Maintaining consistent and high level publications and reporting of research outputs
4. Effectively communicating with all stakeholders in the project

SELECTION CRITERIA - Knowledge & Skills:

Essential:

- Experience in complex data collection and data set management
- Experience in project management and a high level of organisational skills including budget management
- Knowledge of human ethics legislation and regulations
- Understanding of community health issues

SELECTION CRITERIA - Education & Experience:

Essential:

- PhD completed in related discipline
- Research experience and demonstration of output (research publications)
- Experience in preparing external grant applications

Personal Attributes:

- High level of self motivation
- Ability to balance multiple priorities
- Capacity to work independently and as part of a team
- Enthusiastic, pleasant and collaborative

Special Job Requirements:

After hours data collection, meetings and other work as demanded by the project.

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.