

	such as publications lists and student progress, and provide progress reports as necessary		
6.	Communicate with key stakeholders and assist with day to day implementation of research projects, in particular the Health Track project	Effective research teamwork	
7.	Provide supervision and training in data collection and data entry where necessary	Research skills developed in students	
8.	Provide assistance in updating materials for further editions of the textbook – Food, Nutrition and Health	Updated editions of textbook	
8.	Observe principles and practices of Equal Employment Opportunity and have WH&S responsibilities, accountabilities and authorities as outlined in the WHS Roles and Responsibilities Document	Ongoing	
9.	Supervisory roles: Communicate and consult with staff on workplace and staffing matters.	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:	Smart Foods Centre Director
The position supervises the following positions:	PhD students and research assistants where appropriate
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. Working effectively in a research team with shared responsibilities in project data collection and data sets management
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 relevant areas of epidemiology including complex data collection and data set management
- Experience in project management and a high level of organisational skills
- Knowledge of human ethics legislation and regulations
- Understanding of interdisciplinary health interventions

SELECTION CRITERIA - Education & Experience:

Essential:

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

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.

Organisational Chart:

Available upon request

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.

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.