



## 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:	Dr Stewart Vella, Chief Investigator, National Sports-Based Mental Health Project
The position supervises the following positions:	HDR students, honours students and research assistants
Other Key Contacts:	Director of Early Start Research Institute, Head of Early Start, Data Manager ESRI, Project Partners.

## Key Relationships:

### Contact/Organisation:

Project Partners  
Project Researchers  
  
Research Office  
ESRI Researchers

### Purpose & Frequency of contact

Develop and implement intervention components. Ongoing.  
Update on progress and seek involvement in component development and implementation. Ongoing.  
Submit grant, fellowship, and ethics applications. Quarterly.  
Collaborate on research projects. Attend and present seminars, Weekly.

## Key Challenges:

1. Ensuring timely and effective completion of tasks.
2. Working as part of a large team to ensure positive communication and collaboration with a wide range of people and organisations
3. Ability to work independently
4. Managing simultaneous completion of tasks

## SELECTION CRITERIA - Knowledge & Skills:

Essential:

- High level organisational and planning skills with the ability to achieve required outcomes and meet deadlines in a demanding environment
- Skills in the design, implementation, and evaluation of public health interventions
- Strong written and oral communication skills in the areas of grant applications and peer-reviewed journal articles
- Excellent project management skills
- Familiarity with various technologies, including web, video, mobile/smart devices

#### Desirable

- Demonstrated quantitative skills including longitudinal data modelling and multilevel modelling
- Understanding of behaviour change theories

### **SELECTION CRITERIA - Education & Experience:**

#### Essential:

- PhD in an area of research associated with public health, mental health, sport psychology, or physical activity
- Demonstrated ability to lead authorship of research as evidenced by being first author on peer-reviewed journal publications
- Demonstrated experience working as a team member in a research group

#### Desirable

- Experience in supervision of research assistants
- Participation in research grants and projects above and beyond their PhD (e.g ARC, NHMRC or similar)
- Experience in the design and analysis of research using quantitative methodologies
- Experience in working with external partners on research-related projects

### **Personal Attributes:**

- Proactive, independent, reliable and enthusiastic

### **Special Job Requirements:**

N/A

### **Organisational Chart:**

See attached

### **Roles and Responsibilities in Relation to Workplace Health and Safety:**

The University of Wollongong is committed to providing a safe and healthy workplace for its workers, students and visitors. All members of the University community have a collective and individual responsibility to work safely and be engaged in activities to help prevent injuries and illness.

In addition to the major accountabilities/responsibilities required for your position, you also hold the following roles and responsibilities in relation to Workplace Health and Safety:

#### *All Staff*

- Take reasonable care for your health and safety as well as others.
- Comply with any reasonable instruction by the University.
- Cooperate with any reasonable policies and procedures of the University including reporting of hazards or incidents via the University reporting process.
- Certain staff have specific responsibilities for Work Health and Safety (WHS), further information is available in the document [Roles And Responsibilities for WHS](#) and [WHS Management System](#).
- Ensure work area, equipment and practices are compliant with applicable legislation, standards, codes of practice and University guidelines.
- Ensure risk management activities are undertaken to minimise WHS risk including hazard and incident reporting, risk assessment and safe work procedures.
- Provide the necessary instruction, information, induction, training and supervision to enable work to be carried out safely.

- Ensure Work Health and Safety (WHS) activities and requirements are implemented for area as outlined in the [Roles And Responsibilities for WHS](#) and [WHS Management System](#).

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## **POSITION CLASSIFICATION STANDARD - Research Only**

**Level: A**

**Title: Associate 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 A research-only academic is expected to contribute towards the research effort of the institution, and to develop her/his research expertise through the pursuit of defined properties relevant to the particular field of research.

### **Specific Duties**

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

- The conduct of research under limited supervision either as a member of a team or, where appropriate, independently, and the production or contribution to the production of conference and seminar papers and publications from that research.
- Involvement in professional activities including, subject to availability of funds, attendance at conferences and seminars in the field of expertise.
- Limited administrative functions primarily connected with the area of research of the academic.
- Development of a limited amount of research-related material for teaching or other purposes with appropriate guidance from other staff.
- Occasional contributions to teaching in relation to his/her research project(s).
- Experimental design and operation of advanced laboratory and technical equipment or conduct of advanced research procedures.
- 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.
- Advice within the field of the staff member's research to postgraduate students.
- A Level A research-only academic shall work with support, guidance and/or direction from staff classified at Level B and above and with an increasing degree of autonomy as the research academic gains in skill and experience.

### **Skill Base**

A Level A research-only academic will normally have completed four years of tertiary study in the relevant discipline or have equivalent qualifications or research experience. In many cases a position at this level will require an honours degree or higher qualifications or equivalent research experience. Research experience may have contributed to or resulted in publications, conference papers, reports or professional or technical contributions which give evidence of research potential.