POSITION DESCRIPTION

Position Title: Research Assistant
Organisation Unit: Centre for Online Health

Type of Employment: Fixed Term, Full Time to 31st December 2018.
Classification: HEW Level 5

THE UNIVERSITY OF QUEENSLAND

The University of Queensland (UQ) contributes positively to society by engaging in the creation, preservation, transfer and application of knowledge. UQ helps shape the future by bringing together and developing leaders in their fields to inspire the next generation and to advance ideas that benefit the world. UQ strives for the personal and professional success of its students, staff and alumni. For more than a century, we have educated and worked with outstanding people to deliver knowledge leadership for a better world.

UQ ranks well within the top 100 universities worldwide, measured through a number of major independent university rankings: the Academic Ranking of World Universities, Times Higher Education World University Rankings, US News Best Global Universities Rankings, QS World University Rankings and Performance Ranking of Scientific Papers for World Universities, and is indeed in the top 50 in some of these rankings. Over the past 3 years for which audited data are available UQ has attracted the highest (2013) or second highest (2012, 2014) amount of research funding of any Australian university.

UQ has an outstanding reputation for the quality of its teachers, its educational programs, and employment outcomes for its students. Our students remain at the heart of what we do. The UQ experience – the UQ Advantage – is distinguished by a research-enriched curriculum, international collaborations, industry engagement and opportunities that nurture and develop future leaders. UQ has a strong focus on teaching excellence, winning more national teaching excellence awards than any other in the country and attracting the majority of Queensland's highest academic achievers, as well as top interstate and overseas students.

UQ is one of Australia's Group of Eight, a charter member of edX and a founding member of Universitas 21, an international consortium of leading research-intensive universities.

Our 50,000-plus strong student community includes more than 13,000 postgraduate scholars and more than 12,000 international students from 144 countries, adding to its proud 230,000-plus alumni. The University has about 7,000 academic and professional staff and a $1.7 billion annual operating budget. Its major campuses are at St Lucia, Gatton and Herston, in addition to teaching and research sites around Queensland and Brisbane city. The University has six Faculties and four University-level Institutes. The Institutes, funded by government and industry grants, philanthropy and commercialisation activities, have built scale and focus in...
research areas in neuroscience, biomolecular and biomedical sciences, sustainable minerals, bioengineering and nanotechnology, as well as social science research.

UQ has an outstanding track record in commercialisation of our innovation with major technologies employed across the globe and integral to gross product sales of $11 billion+ (see http://uniquest.com.au/our-track-record).

UQ has a rapidly growing record of attracting philanthropic support for its activities and will have further success in this area as an important strategic aim going forward.

**Faculty of Medicine**

The University of Queensland’s Faculty of Medicine is an internationally recognised provider of world-class education and research. The research-intensive Faculty has a gross budget of almost $300 million, employs approximately 1000 continuing and fixed-term staff (headcount), has a community of more than 4000 non-salaried academic appointees and around 3200 students (headcount).

The Faculty of Medicine offers Australia’s largest medical degree program for graduates and school-leavers. Undergraduate and postgraduate programs are available in the disciplines of Medicine, Health Sciences, E-Health, Mental Health, Biomedical Sciences and Public Health.

The Faculty possesses enormous strengths spanning research, teaching, industry engagement and clinical practice in disciplines ranging from the basic sciences, biomedical research and development, to clinical trials and public health. Research projects within the Faculty have already led to discoveries with far-reaching social and economic impacts, including the revolutionary Gardasil (TM) vaccine for cervical cancer (Professor Ian Frazer) and a drug discovery EMA401 (Professor Maree Smith), a first-in-class oral treatment for chronic pain which through Spinafex Pharmaceuticals led to Australia’s largest biotechnology commercialisation deal. Faculty staff include three highly cited authors, one Fellow of the Royal Society (FRS), three Fellows of the Australian Academy of Science (FAA) and 12 Fellows of the Academy of Health and Medical Sciences (AAHMS). The Faculty is a core member of Brisbane Diamantina Health Partners, the Brisbane-wide academic health science system.

Educational offerings in biomedical sciences, medicine and public health are informed and supported by research activity across a range of fundamental and clinical areas of importance including recognised strengths in cancer, skin diseases, brain and mental health, maternal and child health and genomics. Cutting-edge facilities such as the Herston Imaging Research Facility (HIRF), the UQ Centre for Clinical Research (UQCCR), our laboratories in the Translational Research Institute (TRI) and the new Centre for Children’s Health Research (CCHR) enable outstanding research outcomes and sharpen our understanding of cancer, autoimmunity, mental disorders, infectious diseases and neurological disease. Further details are available at [www.medicine.uq.edu.au](http://www.medicine.uq.edu.au).

**UQ Centre for Health Services Research**

The UQ Centre for Health Services Research is one of five Research Centres in the Faculty of Medicine. The primary purpose of the Centre is to improve the delivery of health care through research, which examines health systems performance and identifies mechanisms to improve access, effectiveness and efficiency. The Centre has research strengths in telehealth, geriatric medicine and aged care, renal medicine, clinical trial design and administration and biostatistics. The Centre engages 20 clinicians and research staff, 27 professional staff and has a large cohort of higher degree research students. The Centre works closely with the other Research Centres in the Faculty of Medicine (UQDI, UQCCR,
UQCHRC), the Faculty of Health and Behavioural Sciences and also with Metro South Hospital and Health Service.

The vision of the UQCHSR is to improve health outcomes for patients, with a particular focus on those with chronic disease or frailty, for remote communities and those with other forms of disadvantage or vulnerability. This will be achieved through strong engagement of researchers and practitioners across the translational spectrum, from basic, through clinical and health trials, to implementation, this will enable outcomes such as improved health care services, new clinical products, policies or educational improvements. UQCHSR will be recognised for its strong engagement with the Princess Alexandra Hospital and industry, and outcomes arising from addressing clinically important research questions. It will also have a reputation for the provision of outstanding clinical research training, pre-clinical and clinical research services (e.g. clinical trials design and data analysis), and clinical trial-linked service provision.

The UQCHSR is located at the PA Hospital campus in Woolloongabba, South Brisbane, with activities based in the Hospital, the Clinical Research Facility and associated with research activities both nationally and internationally.

The Centre for Online Health
The Centre for Online Health (COH) is a research, teaching and service provider under UQCHSR whose overall goal is to research and develop best practice models in online health care that are applicable to Australia and other countries. Since the COH was established in 1999, the Centre has become the focus for a multi-disciplinary group of academics with an established reputation for research and teaching excellence in the field of online health and e-Healthcare. Research within the COH aims to produce high-quality evidence on the feasibility, efficacy, effectiveness and economics of telehealth. The Centre also has an interest in improving the methodological rigour that is used in the assessment of telehealth services. More information on the Centre’s activities can be found on the COH web site at https://coh.centre.uq.edu.au/.

The COH telemedicine centre is at the Princess Alexandra Hospital, in Woolloongabba. The Centre’s Telepaediatric service (previously located at the Royal Children’s Hospital and the Lady Cilento Children’s Hospital) coordinated more than 20,000 consultations during a 15-year period. The Princess Alexandra Hospital Telehealth Centre commenced operations in July 2012 and focuses on consultations related to (but not limited to) dermatology, geriatrics, endocrinology and cardiology.

The COH leads the world in peer-reviewed telehealth publications and lists UQ with almost twice the number of publications of any university worldwide. For the study of telehealth and telemedicine, the research environment provided by the COH is unrivalled within Australia.

Information for Prospective Staff
Information about life at UQ including staff benefits, relocation and UQ campuses is available at - http://www.uq.edu.au/current-staff/working-at-uq
DUTY STATEMENT

Primary Purpose of Position

This position will provide research assistance to the Centre for Online Health (COH) research team. The role focuses on a range of telehealth-related projects managed within the centre. The position will be physically based within the COH at the Princess Alexandra Hospital, but may also require occasional travel to other facilities in Queensland and interstate, depending on project requirements.

Duties

Duties and responsibilities include, but are not limited to:

Research

- Maintaining a high standard of administrative, communication and consultative skills to work independently and effectively with other research team members, research participants and multi-disciplinary health service staff associated with the telehealth research projects.
- Effective completion of administrative aspects of the research project including maintenance of regulatory paperwork such as ethics and governance documentation (submissions, amendments, site specific assessments) and participant consents under the broad direction of the Chief Investigators
- Prepare publication guidelines and protocols describing the study.
- Perform library research on specified topics, including researching current literature for methods and trends and subsequent evaluation of those methods.
- Perform literature reviews, fact checking and source data for research reports and publications.
- Data collection and management including setting up databases, data entry, and maintenance of databases (e.g. SPSS, NVivo)
- Performing data cleaning and data harmonisation as directed by the investigator.
- Preliminary analysis of project data for reporting on research outcomes
- Production or contribution to the production of conference and seminar papers and publications from research.
- Provide support to the project team in the preparation, collation and formatting of working papers and report content.
- Build and maintain an EndNote library – for specific projects
- Other duties as directed by Chief Investigators

Other

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including:

- the University’s Code of Conduct
- requirements of the Queensland occupational health and safety (OH&S) legislation and related OH&S responsibilities and procedures developed by the University or Institute/School
- the adoption of sustainable practices in all work activities and compliance with associated legislation and related University sustainability responsibilities and procedures
- requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related responsibilities and procedures developed by the University
Organisational Relationships
The position reports to the Dr Danette Langbecker, COH Research Fellow.

SELECTION CRITERIA

Essential

Qualifications
Completion of a degree in a relevant field (e.g. health science, medicine, nursing, social science) or an equivalent combination of relevant experience and education/training.

Knowledge and Skills
- High-level written and oral communication skills, including demonstrated experience in the preparation of correspondence and documentation.
- Demonstrated ability to interact with a diversity of colleagues and clients.
- Demonstrated experience in providing administrative support. Demonstrated ability to work under broad direction, in a professional, efficient and well-organised manner, exercise independent judgement, meet deadlines, follow tasks through to completion and undertake complex problem solving.
- Ability to work collaboratively with colleagues, be self-motivated and innovative and participate effectively as a team member.
- A high level of computer literacy and experience in the use of word processing, calendars, spreadsheets, email and internet.
- A demonstrated ability to effectively establish and maintain positive working relationships with staff at all levels.
- Excellent administrative and organisational skills, including the ability to set priorities, manage time, plan work to meet deadlines and work effectively under pressure.

Desirable
- Relevant skills and work experience in research environment
- Analytical and research skills including undertaking literature reviews and data analysis
- A demonstrated understanding of confidentiality, privacy and information handling principles
- Career interest in telehealth or closely related field

The University of Queensland values diversity and inclusion and actively encourages applications from those who bring diversity to the University. Please refer to the University’s Diversity and Inclusion webpage (http://www.uq.edu.au/equity) for further information and points of contact if you require additional support.

This role is a full-time position; however flexible working arrangements may be negotiated.

Accessibility requirements and/or adjustments can be directed to the contact person listed in the job advertisement.