POSITION DESCRIPTION

Position Title: Project Coordinator, NHMRC Boosting Dementia Research Project
Organisation Unit: School of Psychology
Position Number:
Type of Employment: Full time, fixed term until 30 June 2020; part time arrangements may be accommodated within this position
Classification: Hew Level 6

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 in the world’s top universities, as measured by several key independent ranking, including the Performance Ranking of Scientific Papers for World Universities (43), the US News Best Global Universities Rankings (52), QS World University Rankings (47), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (65). UQ again topped the nation in the prestigious Nature Index and our Life Sciences subject field ranking in the Academic Ranking of World Universities was the highest in Australia at 20.

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 240,000-plus alumni. The University has about 7,000 academic and professional staff and a $1.8 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 $11billion+ (see http://uniquest.com.au/our-track-record).

UQ has a rapidly growing record of attracting philanthropic support for its activities and this will be a strategic focus going forward.

**Faculty of Health and Behavioural Sciences**

The Faculty of Health and Behavioural Sciences is a strong faculty that has a coherent focus on health and well-being underpinned by a clear integrative theme related to preventative health and behaviour change. Furthermore, the Faculty provides the opportunity for the non-medical health sciences to have a stronger voice and greater visibility within the University.

The Faculty currently includes six schools and five research centres:

- School of Dentistry
- School of Health and Rehabilitation Sciences
- School of Human Movement and Nutrition Sciences
- School of Nursing and Midwifery and Social Work
- School of Pharmacy
- School of Psychology
- Centre for the Business and Economics of Health
- Centre for Youth Substance Abuse Research
- Recover Injury Research Centre
- Queensland Alliance for Environmental Health Sciences
- Poche Centre for Indigenous Health

**School of Psychology**

The School of Psychology is one of the most prestigious schools of psychology in Australia, and its strong reputation is built on excellence in both research and teaching. The School has thriving and dynamic research profiles in almost all areas of psychology, and is able to attract visitors from overseas and other institutions in Australia. It possesses good links, often through cross-appointed staff, with other schools in the University, thus creating opportunities for interdisciplinary collaborative research.

Information about the Faculty and the School may be accessed on the Faculty’s web site at www.psy.uq.edu.au.

**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](http://www.uq.edu.au/current-staff/working-at-uq)

**DUTY STATEMENT**
Primary Purpose of Position

The successful applicant will undertake research funded by the NHMRC that will investigate the implementation and evaluation of a telehealth delivered driving cessation intervention aimed at increasing the mental health and wellbeing of older adults with dementia and their family members. The appointee will oversee all aspects of the project, including coordinating health professionals who are delivering the intervention, ethics applications, management of timelines, initiation and management of stakeholder collaborations, participant recruitment, implementation and maintenance of randomised controlled trial databases and research trial management software, regular progress reporting, data management, data analysis, project reports and project publications.

Duties

Duties and responsibilities include, but are not limited to:

Research

- Contribute to ethics applications
- Devise and implement methods to enhance participant recruitment, retention and management
- Develop and maintain collaborative working relationships, partnerships and referral pathways [e.g. with GP practices] across Australia
- Present at local meetings to facilitate recruitment
- Contribute to screening and recruitment of participants
- Coordinate and monitor health professionals who are delivering the intervention and conducting assessments
- Interview research participants, including consumers, health professionals, and referring general practitioners and allied health professionals
- Implement and maintain data collection, data entry, management and analysis adhering to strict scientific methods
- Maintain recruitment, assessment and treatment databases and conduct regular database backups and checking
- Undertake qualitative and quantitative data analysis, and write up of results
- Contribute to writing publications
- Contribute to reports
- Participate in regular meetings with investigators/other research staff
- Any other duties as reasonably directed by your supervisor
Other

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:

- 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 Chief Investigator, NHMRC Boosting Dementia Research grant.
SELECTION CRITERIA

Essential

- A minimum honours degree (or equivalent) in a healthcare discipline (preferably psychology, occupational therapy, allied health, nursing or medicine)
- Previous research experience, including obtaining ethics approvals, administering assessments, data entry, adhering to timelines, data management and reporting
- Demonstrated understanding of dementia
- Strong understanding and experience in qualitative research (interviews, data management, data analysis and write-up) or ability to learn this quickly
- Experience in data collection/data entry processes for quantitative research
- Previous experience with SPSS or Stata or ability to learn this quickly
- Ability to work collaboratively with colleagues in a team environment
- Excellent interpersonal skills and ability to work with colleagues at all levels
- Excellent writing and research writing skills
- Ability to prioritise own workload, work responsibly, independently and meet deadlines

Desirable

- Knowledge of psychological theories, interventions and research methods and protocols, including randomised controlled trials
- Previous experience working with older people with dementia and/or their families
- Previous experience in liaising with, and recruiting healthcare providers for research
- Participation in applications for external research support
- Project management training
- Demonstration of research ability through publication output in peer reviewed international journals

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.