POSITION DESCRIPTION

Position Title: Senior Research Officer
Organisation Unit: Centre for Youth Substance Abuse Research
Position Number: New
Type of Employment: Part-time (3 days per week), fixed term appointment (30/6/19)
Classification: Hew Level 7

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 (60). 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.

Organisational Environment

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 allied health sciences to have a strong voice and great 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, Midwifery and Social Work
- School of Pharmacy
- School of Psychology
- Centre for Youth Substance Abuse Research
- RECOVER Injury Research Centre
- Queensland Alliance for Environmental Health Sciences (QAEHS)
- Centre for the Economics and Business of Health (a joint University-level centre with the Faculty of Business, Economics and Law)
- University-level Poche Centre for Indigenous Health.

Information about the Faculty may be accessed on the Faculty’s web site at http://www.habs.uq.edu.au/.
Centre for Youth Substance Abuse Research

The Centre for Youth Substance Abuse Research (CYSAR), located in the Faculty of Health and Behavioural Sciences at UQ is one of only four Commonwealth-funded alcohol and other drug research centres in Australia and the only such centre dedicated to youth-focused research. Established in 2008 through the shared vision of the Graeme Wood Foundation, The University of Queensland’s Faculty of Health Sciences and the Institute of Health and Biomedical Innovation, Queensland University of Technology, this initiative seeks to understand, prevent and enhance evidence-based strategies, programs and policies for youth substance use. CYSAR aims to:

- Understand the pathways by which young people engage in substance misuse.
- Be at the cutting edge of research into new and innovative ways of preventing and treating substance misuse among young people.
- Make significant and tangible improvements to youth service provision.
- Positively influence state and national approaches to youth substance misuse prevention and treatment through information dissemination, policy refinement and public advocacy, and
- Ensure youth have a voice and input into the research directions of the Centre.

CYSAR has a strong track record of delivering high quality research, with translatable outcomes aimed at reducing the impact of substance use on young people, their families and the wider community thereby resulting in significant national health and social economic benefits. Strategic guidance and support is provided by an Advisory Board that has a diverse wealth of experience in health, clinical and youth research, advocacy, media and government and non-government youth alcohol and drug service provision.

Information about the Centre may be accessed on its web site at https://cysar.health.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
DUTY STATEMENT

Primary Purpose of Position

The primary purpose of this position is to provide high-level support for the Centre’s objectives of publishing in high impact journals, obtaining competitive research funding, attracting PhD students, and encouraging the highest standards of evidence based practice to a small but highly productive research group.

Duties

Support CYSAR with minimal direction through direct provision of both research and administrative services and by maintaining key relationships including but not limited to:

- Provide effective and cost effective support for continuing excellence in high impact publishing at CYSAR at all stages, responding flexibly to competing demands and short deadlines in a research-intensive environment
- Conduct expert literature searching, rapid and accurate retrieval, manuscript proofreading, copyediting and fact-checking, and preparation of manuscripts for submission using Endnote
- Provide in-depth assistance in the preparation and submission of research funding applications, reporting to funding providers, and meeting open access publication requirements and copyright obligations via the UQ digital repository eSpace
- Provide experienced technical support to researchers in using funding providers’ online application systems and in particular, the National Health and Medical Research Council’s Management System (RGMS)
- Provide high-level and confidential support for the Director as needed in promoting the Centre to stakeholders, research and preparation of documents, secretarial duties including for the Centre’s Scientific Advisory Board meetings, reporting using University systems and organisation of events
- Respond to a wide variety of requests for information, policies and procedures, and executive action
- Analyse needs and problems as requested, research facts, determine approach, and organise and coordinate information retrieval, control and documentation procedures
- Maintain the Centre website, internal records and reports; compile research output and funding data and participate in production of the Annual Report
- Apply a sound general knowledge of operational administration processes and services and act as a point of knowledge and liaison for staff and students housed at freestanding premises at #31 Upland Road

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 Director, CYSAR.
SELECTION CRITERIA

Essential

- Degree qualifications in social sciences with at least 4 years subsequent relevant experience; or an equivalent combination of relevant experience and/or education/training
- Sound knowledge and understanding of research publishing and funding
- Demonstrated proficiency in carrying out literature reviews with academic databases
- Demonstrated capacity to provide advanced support to preparation of research publications including expert manuscript formatting using Endnote
- Demonstrated expertise or previous experience in coordinating and preparing applications for national competitive grant schemes including the use of the National Health and Medical Research Council’s Management System (RGMS)
- Experience in the use of a wide range of computer applications in a network environment to find timesaving solutions in performing an array of tasks
- Excellent interpersonal skills including the ability to communicate effectively with clients by telephone, email and in person
- Ability to work independently as well as collaboratively in a small team, work proactively and reorder priorities as needed.

Desirable

- Knowledge of alcohol and other drugs literature
- Knowledge of the alcohol and other drugs field in Australia

The University of Queensland values diversity and inclusion.

Applications are particularly encouraged from Aboriginal and Torres Strait Islander peoples. For further information please contact our Australian Indigenous Employment Coordinator at: atsi_recruitment@uq.edu.au
Applications are also encouraged from women.