POSITION DESCRIPTION

**Position Title:** Data Access and Liaison Officer  
**Organisation Unit:** School of Public Health  
**Position Number:** 3039656  
**Type of Employment:** Fixed term, Full time appointment  
**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 (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 $11 billion+ (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 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 Spinafax 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.

The School of Public Health

The University of Queensland was, in 1936, the first university in the English-speaking world to establish a Department of Social Medicine. This evolved in the 1950’s to the Department of Preventive and Social Medicine and the School was formally established in 2001 to improve health outcomes through learning, discovery and engagement. The School of Public Health has recently been ranked as the top Public Health school in Australasia in the US News Global university rankings. We are a global leader in improving the health of populations in a changing and inequitable world.

The School’s strategy is centered on academic performance and a commitment to excellence in teaching. We offer programs and courses in all major fields of population and
public health to almost 1000 postgraduate and undergraduate students. Our MPH is the only accredited programme in the Australasia and South East Asia region (APHEA and ASPHER) and one of the few to offer a dual MD/MPH degree. More than 100 research higher degree (PhD and MPhil) students actively contribute to the School’s vibrant research culture while receiving comprehensive preparation for academic careers or leadership roles in public health.

Our research is focused on making a real impact on some of the world’s most pressing health challenges and was recently ranked by the Australian Research Council as amongst the world’s best. Current priorities include health behaviours and health promotion; cancer prevention; environmental health; epidemiology and biostatistics; longitudinal studies of women’s’ health; mental health; HIV/AIDS; substance use, antimicrobial stewardship and other aspects of health services research.

The Australian Longitudinal Study on Women’s Health (ALSWH)

The Australian Longitudinal Study on Women’s Health (ALSWH) is a long-running study of over 58,000 women funded by the Australian Government Department of Health. ALSWH is conducted jointly by staff at the University of Queensland and the University of Newcastle. ALSWH data is used to inform federal and state government policy across a wide range of issues, and is also available for use by collaborating researchers, across Australia and internationally. At the University of Queensland, the Study is located in the School of Public Health, at the Herston Campus. Information about the Study is available at www.alswh.org.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 be responsible for the proper conduct of the Australian Longitudinal Study on Women’s Health (ALSWH) data access application processes, data usage compliance requirements and research outcomes reporting. The position is required to provide high quality information and advice to internal and external data users and also provides high level support for ALSWH research activities.

Duties

Duties and responsibilities include, but are not limited to:

Duties

- Provide high level administrative support for ALSWH data access committees as follows:
  - Provide advice and information to users (national and international) of ALSWH data and linked data including access application processes, usage compliance requirements and research outcomes reporting
  - Provide assistance, advice and support to data access committees (for ALSWH data and linked data) during the application, assessment and approval processes of research projects
- Coordinate the receipt and review of applications to access ALSWH data and linked data
- Create and maintain records on ALSWH databases for approved projects and arranging for datasets to be provided to collaborators; and
- Monitor the ongoing compliance of data users (internal and external) with relevant governance regulations, and coordinate all aspects of any reporting (e.g., annual reports to the Department of Health from each approved application to use ALSWH data and linked data) that may be required

- Coordinate the ongoing review and development of data access processes, policies, systems and procedures, and proactively seek out opportunities and areas for improvements in efficacy and efficiency
- Work with ALSWH communication and database staff to develop and maintain the ALSWH website ensuring integration between the website and the ALSWH databases and compliance with any contractual requirements (e.g., compliance with Web Content Accessibility Guidelines 2.0)
- Provide support for dissemination of ALSWH research including organisation of seminars and conferences and assisting with preparation of reports and newsletters;
- Research and investigate complex purchasing and inventory issues and proactively managing the resolution of these matters
- Develop and provide specialist reports relating to ALSWH research outcomes;
- Provide secretariat services (co-ordinating meetings, preparing agenda and minutes, and ensuring completion of follow-up actions) for the ALSWH Study Management Committee
- Supervise ALSWH research support staff, as required

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 Principal Research Fellow, A/Prof Leigh Tooth, School of Public Health.
SELECTION CRITERIA

Essential

- A degree qualification in a relevant field or an equivalent combination of relevant experience and/or education/training;
- Extensive experience in use of a customised Microsoft Access database in a research environment;
- High level proficiency in the use of software packages and tools such as the Microsoft Office suite and Adobe InDesign, as well as the ability to acquire skills in the use of new software packages;
- Demonstrated experience in administration in a University environment, and of maintaining accurate and comprehensive records relating to research outputs;
- Demonstrated experience in using content management systems (such as Joomla) for website updating and maintenance;
- Demonstrated ability to review and update administrative procedures and processes.
- Excellent organisational skills, including the ability to prioritise tasks to ensure that deadlines are met whilst demonstrating accuracy and strong attention to detail;
- Excellent communications and interpersonal skills with the ability to liaise and develop key relationships with a diverse range of internal and external stakeholders;
- Demonstrated ability to prioritise own and others workloads, as well as the ability to show initiative and use problem-solving skills;
- Ability to learn and respond to the changing needs of the research team and willingness to undertake new activities as the need arises;
- Demonstrated ability to be professional, diplomatic and to maintain confidentiality;

Desirable

- Knowledge of the data access protocols for the Australian Longitudinal Study on Women’s Health;
- Knowledge of Web Content Accessibility Guidelines 2.0.;
- Experience in database development;
- Broad understanding of university systems.

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.

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