POSITION DESCRIPTION

Position Title: Research Assistant (CHEP)

Organisation Unit: Child Health Research Centre (CHRC), Faculty of Medicine

Position Number: NEW

Type of Employment: Fixed term, Full time

Classification: Hew 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 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. In 2013, UQ attracted more Australian Research Council funding than any other Australian university or research body.

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 Australian Teaching and Learning Council Awards for Teaching Excellence 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, and a founding member of Universitas 21, an international consortium of leading research-intensive universities. UQ is also the largest university in Queensland.

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 215,000-plus alumni. The University has more than 7,000 academic and professional staff and a $1.6 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.
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.

Child Health Research Centre (CHRC)

Established in 2015, the UQ Child Health Research Centre (UQ-CHRC) brings together some of UQ’s leading researchers to tackle global challenges in child and adolescent health. With research in nutrition and growth, respiratory disease, allied health, environmental health, burns, infectious diseases, cerebral palsy, rehabilitation and child and youth mental health and more, the centre is making a difference to the health of children everywhere. The UQ-CHRC is co-located with research centres from Children’s Health Queensland and Queensland University of Technology (QUT) in the recently completed Centre for Children’s Health Research CCHR), a $134 million purpose-built research facility adjacent to the Lady Cilento Children’s Hospital.

Information relating to the activities of CHRC may be found at https://child-health-research.centre.uq.edu.au/.
DUTY STATEMENT

Primary Purpose of Position

The primary purpose of this position is to support, contribute to and evaluate significant projects and policy research for the Children’s Health and Environment Program (CHEP), in the Children’s Health Research Centre. The position holder will be a strategic player and will be key in supporting and maintaining research partnerships, developing publications, supporting the activities and ongoing interactions with the World Health Organization Children’s Environmental Health Collaborating Centre Network.

Duties

Duties and responsibilities include, but are not limited to:

Research

- Support the publishing strategy and process for CHEP for designated projects as specified by the Director
- Develop and contribute to collaborative publications on children’s environmental health as determined by ongoing projects.
- Assist in maintaining relationships with internal and external research entities, and assisting in the coordination of research projects, workshops and grant applications.

Administration

- Support the coordination of existing research partnerships with national and international research institutions, such as the Public Health Foundation of India, including monitoring of budgets, partnership objectives and projects.
- Working with the director and research manager, assist in the supervision of occupational trainees. Participate as a key team member coordinating CHEPs relationship with the World Health Organization (WHO), the WHO Children’s Environmental Health Collaborating Centre Network and other networks
- Working with the director and research manager, plan and assist with the coordination of new events for the program
- Maintain relationships with internal and external research entities, working with these entities to prepare workshops and meetings, grant applications, and research projects

Organisational Relationships

The position reports to the Director, Children’s Health and Environment Program.
SELECTION CRITERIA

**Essential**

- A degree in a relevant area (Public Health, International Relations or similar) with subsequent relevant experience, or an equivalent combination of relevant experience and/or education/training.
- Demonstrated experience working with international organisations in fields of public or environmental health.
- Demonstrated experience in children’s environmental health research, including but not limited to publications.
- High level communication skills, including experience collaborating with external research organisations.
- Experience supporting the development of programs and projects, and the coordination of meetings and workshops.
- Ability to interpret institutional policy and procedure on Responsible Conduct of Research, especially publications.
- High level computer literacy, including experience with Microsoft Office suite and referencing software (Word, Excel, Endnote, etc.).

**Desirable**

- Experience within the United Nations system, preferably the World Health Organization.
- Familiarity with University of Queensland administrative systems and policies

The University of Queensland is committed to equity, diversity and inclusion.