POSITION DESCRIPTION

Position Title: Senior Research Technician
Organisation Unit: School of Public Health, Faculty of Medicine
Position Number:
Type of Employment: Part-time, fixed term
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 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 (45), QS World University Rankings (48), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (69). UQ again topped the nation in the prestigious Nature Index, and our Academic Ranking of World Universities result in the field of Life and Agricultural Sciences is 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 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 Spinifex 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 Preventative 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
Our research and engagement strategy is focused on making a real impact on some of the world’s most pressing health challenges. Our major research and engagement themes are: health promotion; climate change and environmental health; mental health; blood borne viruses; women’s health; and, health systems.

The Project
The Centre for Longitudinal and Life Course Research (CLLR) fosters research and research training in longitudinal and life course epidemiology. Current projects include the Australian Longitudinal Study on Women’s Health (ALSWH), the Centre for Research Excellence in Women’s Health in the 21st Century (CREWH21), the International collaboration for a Life course Approach to reproductive health and Chronic disease Events (InterLACE), and the Mothers and their Children’s Health (MatCH) study. The Centre’s research projects are funded by the Australian Government Department of Health, the National Health and Medical Research Council and the Australian Research Council. The CLLR was established in 2012 and it is located at The University of Queensland’s School of Public Health at Herston.

For more information, visit the CLLR website at http://www.sph.uq.edu.au/centre-for-longitudinal-and-life-course-research

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 provides research and logistic support to various research projects conducted within the Centre for Longitudinal and Life Course Research (CLLR), with particular responsibility for assisting with data linkage and ethics requirements.

Duties

Duties and responsibilities include, but are not limited to:

- Assisting with preparation of data linkage applications (state, national and international)
- Development of data linkage record keeping protocols for projects
- Maintenance of data linkage records in the appropriate databases
- Assisting with preparation and submission of ethics applications
- Providing administrative and operational support for research projects and programs including the maintenance and use of electronic and paper based information systems, data bases, websites and records
- Coordinating the organisation of meetings and appointments, ensuring that all relevant papers such as agendas, minutes and briefing papers are available to the relevant staff
- Assisting with all aspects of organisation of seminars, conferences and other dissemination activities within the Centre.
• Other duties as requested by the CLLR Director and Co-Director.

**Service and engagement**

• Contribute to the on-line community presence of CLLR and its related projects.

**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 Megan Ferguson, CLLR Research Program Manager, School of Public Health.

**SELECTION CRITERIA**

**Essential**

• Completion of a degree in the area of social science, health sciences or related area or an equivalent combination of relevant experience and/or education/training;

• Comprehensive computer literacy skills with experience in a range of software packages including; Microsoft Office suite of software and EndNote or similar reference management software

• High level interpersonal and communications skills including the ability to establish cooperative working relationships with a wide range of individuals;

• Excellent organisational skills and the ability to priorities tasks to ensure that deadlines are met whilst demonstrating accuracy and strong attention to detail;

• Ability to use judgement, act independently and take initiative with minimal direction, yet work effectively as part of a team

**Desirable**

• Demonstrated experience in a University or large organisation research administration environment;

• Demonstrated experience with ethics applications and preparation of applications for data linkage;

• Knowledge of the current Australian Code for Responsible Conduct of Research, and the Australian Government Privacy Act (1988);

• Experience in conduction research related to women’s health or health services

• Knowledge of statistical software packages (e.g SAS).
Vaccinations and Immunisation

It is a condition of employment for this role that if you are required now or in the future, to work or interact in Queensland Health clinical facility; or in an equivalent clinical health facility; or health care role; or will be required to perform work tasks that put you at risk of exposure to vaccine-preventable disease you are required to be immunised against, and remain immunised against, certain vaccine preventable diseases (VPDs) in accordance with the University’s Vaccinations and Immunisation Guidelines (PPL 2.60.08). The employee is required to provide evidence of immunisation against VPDs.

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.

Accessibility requirements and/or adjustments can be directed to Aleisha O’Neill, HR Advisor on a.oneill@uq.edu.au