POSITION DESCRIPTION

Position Title: Research Assistant
Organisation Unit: School of Public Health
Position Number: NEW
Type of Employment: 6-months fixed term appointment (full time)
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 CWTS Leiden Ranking (32), the Performance Ranking of Scientific Papers for World Universities (40), the US News Best Global Universities Rankings (42), QS World University Rankings (47), Academic Ranking of World Universities (54), and the Times Higher Education World University Rankings (66). Excluding the award component, UQ is now ranked 45th in the world in the ARWU, and is one of the only two Australian universities to be included in the global top 50.

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 53,000-plus strong student community includes more than 16,400 postgraduate scholars and more than 17,000 international students from 135 countries, adding to its proud 260,000-plus alumni. The University has more than 6,600 academic and professional staff (full-time equivalent) and a $2.15 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+.

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 $300million, 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 is one of Australia’s leading medical degree programs 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](http://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 public health to almost 1000 postgraduate and undergraduate students. 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.

Information for Prospective Staff

Information about life at UQ including staff benefits, relocation and UQ campuses is available online.

DUTY STATEMENT

Primary Purpose of Position

To support research in the Mental Health Service Planning research stream of the Policy and Epidemiology Group (PEG), based at the Queensland Centre for Mental Health Research at Wacol. The Research Assistant role has been established to support two research projects that require analysis of Australian mental health services data. The general aim of the projects is to provide insights into the capacity of, and level of activity occurring within, Australia's mental health services. These data can then be compared to optimal benchmarks of mental health service capacity and activity to inform mental health service planning and workforce development. The appointee will largely assist with data extraction and reviews of academic and grey literature, support advisory group and team meetings, and contribute to preparation of project reports and publications. The appointee may also contribute to related projects within the research stream.

Duties

Duties and responsibilities include, but are not limited to:

Research

- Manipulate, extract and review health services data using applications including Microsoft Excel and TableBuilder
- Undertake searches and analysis of academic and grey literature (i.e., publicly available data, government reports and websites) to inform project work
- Assist in preparing project reports, presentations and peer-reviewed journal articles arising from the research
- Assist with formatting project reports, data tables and figures
- Collate and format Endnote reference lists for project reports and publications
- Support and participate in research team, project sponsor and user advisory group meetings, including preparing meeting materials and minutes
- Actively maintain collaborative relationships with colleagues and other stakeholders
- 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 Lead of the Mental Health Service Planning research stream (Sandra Diminic), School of Public Health.

SELECTION CRITERIA

Essential

- Qualifications and training equivalent to an undergraduate degree in health sciences, public health, epidemiology, allied health or similar area; or an equivalent combination of relevant experience and/or education/training.
- Research experience in a health-related field.
- Demonstrated skills using Microsoft Excel and in working with large datasets.
- Demonstrated skills using a range of office software, especially Microsoft Word.
- Experience with or willingness to learn Endnote referencing software.
- Strong attention to detail.
- Excellent organisational skills and the ability to prioritise activities, and to work both independently and collaboratively as part of a team.
- Ability to communicate effectively with scientific peers, funders and other stakeholders.
- Knowledge of research codes of practice and ability to apply ethical guidelines in research behaviour.

Desirable

- Demonstrated experience with TableBuilder or similar data tools.
- Demonstrated experience and accuracy in analysis of data from survey or administrative health-related data collections.
- Knowledge of Australia’s mental health service system and/or data collections.

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 for further information and points of contact if you require additional support.

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

Accessibility requirements and/or adjustments can be directed to recruitment@uq.edu.au.