POSITION DESCRIPTION

Position Title: Research Assistant
Organisation Unit: School of Public Health
Position Number: NEW
Type of Employment: Part-time, fixed term
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 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 (65). 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://uniqest.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 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.

We discover. We innovate. We lead.

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. 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.

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

To support the production of reports and other contract deliverables for the Australian Longitudinal Study on Women’s Health and its affiliated projects. This will require an in-depth knowledge of longitudinal research and data analysis. The role will also assist the ALSWH Data Manager to maintain Study datasets so that data and documentation is available to users (internal and external) for research and analysis.

Duties

Duties and responsibilities include, but are not limited to:

Research and project assistance

- Contribute to the preparation of reports/deliverables for ALSWH, with particular responsibility for:
  - Liaising with statisticians and researchers located at ALSWH offices at the University of Queensland and the University of Newcastle.
  - Production of supporting materials, such as tables of results/power point presentations.
- Assist with day-to-day running of affiliated projects (e.g., the M-PreM study: Reproductive factors from menarche to menopause, and the risk of cardiometabolic and respiratory conditions before menopause):
  - Liaison with suppliers of project materials (e.g., buccal swabs for collection of saliva samples; pedometers for collection of physical activity data)
Provide financial management advice and support, through researching and investigating complex purchasing and inventory issues and proactively managing the resolution of these matters

- Preparation of survey materials (e.g., development of questionnaires).
- Co-ordinate and participate in project teleconferences

- Assist with preparation of grant applications and ethics applications
- Conduct literature searches and contributing to the writing of manuscripts - including formatting, referencing and fulfilling submission requirements

**Data Management**

- Assist the ALSWH Data Manager to maintain ALSWH datasets so that data and documentation are available to users (internal and external) for research and analysis
- Be an active member of the ALSWH Data Management Group, which is responsible for ALSWH data quality and documentation
- 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 Research Program Manager, School of Public Health.

**SELECTION CRITERIA**

**Essential**

- A degree in health science, social science or a related field with subsequent relevant experience; or an equivalent combination of relevant experience and/or education/training
- Experience preparing and writing academic research material (theses, reports etc.)
- Demonstrated knowledge of statistical methods and software for analysis of quantitative data
• Demonstrated experience in preparation of human research ethics applications and financial procurement plans
• Demonstrated competence with academic literature management software (EndNote)
• Excellent written and verbal communication and interpersonal skills
• Superior computer skills in word processing, database and literature searching
• Highly-developed organisational and time management skills

**Desirable**

• Experience conducting research related to women’s health or health services
• Experience in biological research (for projects affiliated with ALSWH requiring collection of biosamples)
• Experience working in collaborative teams located across multiple locations

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).